

# Time Management Overhaul

## Get Work Done and Still Have a Life

Time is one of our most precious commodities but very often the dynamics of office life mean that it can be easily wasted. This can result in staff working long hours and consequently feeling stressed, despondent or un-motivated.

In this workshop delegates will receive valuable time management tips which in turn will help them work more efficiently, understand why they may be procrastinating on certain tasks and motivate them to achieve their professional and personal goals.

Some of the workshop will be dedicated to the mental aspects of managing time and how we think on a daily basis is directly linked to how we manage our time and how we react to it.

### Topics covered are:

- **Ideas for management of to-do lists to make them realistic and achievable**
- **Time management tips including how to minimise time spent in meetings and taming time-eaters such as email**
- **Coping with unplanned emergencies in a time-efficient way**
- **Insights into why procrastination occurs and strategies to restore motivation**
- **Ideas for maintaining a healthy work / life balance and combining the achievement of personal goals alongside professional responsibilities**



The workshop will help the delegates to understand where their time blockages occur and how they can reclaim and take control of their own schedule. Delegates will learn a number of time saving tips and how to best communicate their availability to others. Most importantly, they will understand that effective time management is a mental as well as a practical skill.

This workshop is suitable for all employees including junior and middle managers and is delivered in a relaxed informal and very effective environment.

### Cali Bird



Cali brings over twenty years organisational experience as a chartered accountant, Investment Banker, and in the late 1990s as an IT professional. She specialises in helping her clients become more efficient in their time management and logistics so that they can enjoy the best balance of professional accomplishments and responsibilities alongside the satisfaction of achieving personal goals.

Cali Bird is a qualified coach who is also trained in NLP, she is also a writer and speaker. Her work and philosophy as a coach have been featured on BBC London, City AM newspaper, The London Paper and various BBC radio stations.

She passionately believes that one doesn't have to accept second best and to this end she has transformed her life from a being a reluctant chartered accountant to one combining both business and creative ventures.

She has found that when people feel that they have control of and are moving towards their non-work aspirations then it also gives them renewed impetus in their professional environment.