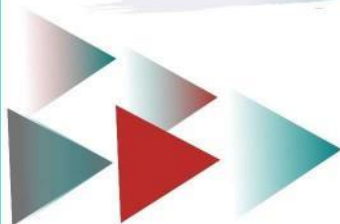


# Taming the Time Tyrant

We only have 24 hours in a day and often struggle to find time for ourselves. Learn to catch that time that seems to slip away with some simple but effective changes in behaviour



While time itself cannot be managed, it is possible to develop strategies to manage our activities and become more efficient in how we use our time. Developing personal strategies that are directly related to our own specific daily demands enables us to develop and maintain strategies that are effective and sustainable.

## Programme Outline



### Where Does the Time Go?

- Our roles affect our time
- A decision to take charge



### Defining the Situation Now

- Where do I spend my time?
- Tracking where my time goes



### What Needs to Happen?

- Creating a time management plan
- Urgent vs Important



### Creating a Plan

- Setting priorities
- Daily, weekly and monthly plans
- Interruptions
- Support structures

Taming the Time Tyrant is a one-day programme aimed at helping anyone with challenging, stressful demands on their time to develop their own strategies to relieve the pressure



Learning by Doing

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Taming the Time Tyrant is almost entirely participant-centred to allow participants to reflect on and create a time management plan that is personal and addresses their particular needs