

## Managing Time in a 24/7 World

### *Patricia Seabright*



Patricia is an expert on selling influencing, presenting and communication particularly in sales and commercial environments. She has run her own consulting and training business for 8 years. During that time she has developed and honed programmes in the areas of sales, communication, negotiation, strategic influencing, and presentation skills. She has worked with clients ranging from Global corporations to new start ups.

Her expertise is founded on a successful career in sales management with some of the top global companies such as Coca-Cola and Procter and Gamble in the UK.

Her style is highly inter-active and challenging and places a great emphasis on practical applications of programme concepts.

### Programme Outline

**Time is our most precious resource.** We have more time saving machines and technology than ever before. So how come so many of us are struggling and overloaded and “time management” is a constant problem? This programme will offer some approaches and techniques that can help you manage your precious time to best effect for your business without having to work 24/7!

### Programme Topics

- **Context of the problem**
  - Why are we all so stretched?
- **Prioritising tasks**
  - The clock and the compass
  - Urgency and Importance
  - Urgency addiction. How to beat it
- **Looking after the goose not just the golden egg**
  - Avoiding stress and illness
- **Time management skills**
  - Planning via the compass not the clock!
    - Roles /Goals/ Objectives
  - Quality thinking time
    - Think more Do less
  - Identifying the time guzzlers
    - Email
    - Information overload
      - Symptom of our age
      - Select & Filter Information vs. data; nice vs. need to know
    - Procrastination
      - Don't put yourself under pressure
      - Make decisions
  - Just say no!
    - Handling interruptions
    - Learning to delegate
  - Top 10 tips for using the technology
    - As your slave not master!
    - Outlook
    - PDA's / blackberry