



Power Skills

Amplify Your Soft Skills



**Achieving Balance with
Time Management**

About Me



Industry Experience



Finance



Technology



Education



Social Care



Public Sector



Private Sector

Qualifications

- ▶ BA Honors in English, Media & Communications at the University of Limerick
- ▶ TEFL Certification at the University of Limerick
- ▶ Distinction QQI Level 6 Train the Trainer

OLIVIA ROCHE

DCM Trainer

What's Coming Up?



Delivered Live via Zoom



All Sessions Recorded



Free and unrestricted for DCM Members

1:30pm - 2:30pm

Sept
20

Connect with
Communication

3:30pm - 4:30pm

Oct
9

Achieving Balance
with Time
Management

3:30pm - 4:30pm

Nov
6

Get Smart
About Emotion

2pm - 3pm

Dec
12

Resolving
Conflict

Achieving Balance with Time Management

Time audit and Prioritisation

Effective planning and organisation

Overcoming procrastination

Time audit and prioritisation

Time Management Matrix

	URGENT	NOT URGENT
IMPORTANT	<p>1. ACTIVITIES:</p> <ul style="list-style-type: none">• Crises• Pressing Problems• Deadline Driven Projects	<p>2. ACTIVITIES:</p> <ul style="list-style-type: none">• Relationship Building• Recognising new opportunities• Planning
NOT IMPORTANT	<p>3. ACTIVITIES:</p> <ul style="list-style-type: none">• Interruption, some calls• Some mail, some reports• Some Meetings	<p>4. ACTIVITIES:</p> <ul style="list-style-type: none">• Trivia• Some mail• Some calls• Time wasters

Time Stealers

1. Occupational
2. People
3. Personal



Prioritising tools and techniques.....

- Help you to identify and focus only on the essential tasks
- They free you from falling into procrastination or getting distracted by less important tasks
- By prioritising you will be less stressed and a lot more organised and put together
- Urgent/important principle – two kinds of problems – the urgent and the important, the urgent are not important and the important are never urgent
- Important tasks – are those whose results lead to the achievement of our personal or professional goals
- Urgent tasks – require your immediate attention, however they are quite typically related to the goal of someone else and we often focus on them because there are negative consequences to not doing them right away

Effective planning and organising

- Master the art of scheduling
- Daily planner – helps you to keep on track each day. It helps you to concentrate on exactly what tasks need to be done and how much time you have for each
- Weekly planner – serves as your overview of the events planned out for that week and the tasks you need to accomplish (which will be the basis for your daily planning)
- Monthly planner – It always helps to have all the dates of the months laid out on a single page. (which will be the basis for determining your tasks for your monthly and daily planning)
- Identify your energy efficient times and create a scheduling routine



Setting SMART Goals

The more detailed and clear your goal is the easier it will be to make choices and establish steps that you need to take towards accomplishing it

- S – Specific
- M – Measurable
- A – Attainable
- R – Relevant
- T – Time Based



Setting SMART Goals

GOAL	S	M	A	R	T
Tender document – scope of work section. Complete 2 sub sections, both 600 words each, a) method/solution And b) personnel involved by 31 st Oct. Resources needed, information of experience and copy of CV from Mary R	Yes	Yes	Yes	Yes	Yes



Overcoming Procrastination

- Circadian Rhythm
- Pomodoro Technique

Circadian Rhythm

- Your Circadian Rhythm helps control your daily schedule for sleep and wakefulness
- This rhythm is linked to your 24 hour body clock
- Adults should have a fairly consistent circadian rhythm if they practice healthy habits
- On average adults reach their most tired phases of the day from 2am - 4am and 1pm - 3pm
- Sometimes your circadian rhythm can get out of sync....you can get back on track and become more productive by.....
- Adhering to a routine each day
- Spend time outdoors when it's light to boost your wakefulness
- Exercise - even just a short 20 minute walk
- Adequate sleep
- Avoid caffeine in the evening
- Power down your screen before bedtime
- Try not to nap late in the afternoon or evening



85%

of career success comes from having well-developed soft skills and people skills.

Circadian Rhythm

- On Fire
- At 70%
- Distracted/slump
- Tired
- Hungry



Pomodoro Technique

The Pomodoro Technique teaches you to work with time, instead of struggling against it. A revolutionary time management system, it is at once deceptively simple to learn and life-changing to use

Step 1 – Choose a task that you want to complete

Step 2 – Set the Pomodoro for 25 minutes

Step 3 – Work on the task until the pomodoro rings

Step 4 – When the pomodoro rings put a check mark where you have stopped

Step 5 – Take a short break (3-5 minutes, non-work related)

Step 6 – Every 4 pomodoros, take a longer break (15-20 minutes)



Achieving Balance with Time Management

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Q&A



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