



ANALYSE CREATE MOTIVATE

VUE in time

Proactive Prioritisation Planning

Practical Personal Effectiveness

Time is the key area of leverage in any Professional Services firm. Simply put, time is money. Be you the Business Owner trying to find more time for strategic thought or a front-line Adviser trying just to get everything done, managing your time is often the #1 challenge you face.

Vue Consulting's *In Time* experience helps you develop your own robust and practical time management system.

This hands-on training overcomes the limits of generic "public" time management training. We combine practical steps to manage emails and interruptions with a simple, but powerful, forwarding planning system.

Participants work on common time management issues taken directly from their own business – in order to create a highly customised solution.

As *In Time* is specifically designed for professionals, there is also extensive focus on email, interruptions, delegation and forward planning.



In Time will help you...

Learn how to take control of your time and use it in a considered manner. Plan ahead for projects, meetings and goals.

- Manage interruptions
- Reduce time with email
- Reduce distractions
- Manage information flow
- Control your calendar
- Avoid bottlenecks in planning
- Increase time for strategy
- Use IT effectively
- Manage delegated tasks
- Run better meetings
- Clean up your office

Time

*Time is what we want most,
but what we use worst.*

William Penn

In Time Workshop Agenda...

CREATE

Vue Consulting's Learning Methodology is called ANALYSE CREATE MOTIVATE, representing the before, during and after stages of a training experience.

The CREATE phase includes our Workshops and face-to-face learning. *In Time's* CREATE phase requires the equivalent of a full day of Workshop time, held as two half days 2-4 weeks apart.

The Workshop Agenda itself, covers the following modules...

Part 1 - Tactics and Interruptions

- Understand the foundations of successful time management and build a simple prioritisation system
- Integrate your time management systems into your business and manage interruptions, email and distractions

Part 2 - Strategy and Planning

- Review the actions from Part 1
- Incorporate forward planning into your system, including meetings, projects and delegation
- Review case studies of common time management systems and refine your system in a "live inbox" activity
- Consider common time management hurdles and how to maintain your system even in difficult circumstances

ANALYSE MOTIVATE

See the Vue Consulting brochure for more details on the ANALYSE and MOTIVATE phases of our training.



ANALYSE CREATE MOTIVATE

In Time is particularly suitable for practices or advisers with...

A heavy reliance on email

You will finally receive training on Outlook (or Lotus Notes) and uncover the true power of modern email software.

A need to plan ahead

You will learn how to quickly schedule your time, foresee bottlenecks and manage projects to deadlines.

A team approach

You will learn to build your own time management system, but also learn a common time language and create solutions for specific time issues in your business.

A focus on prospecting or sales

You will understand how to manage your forward calendar and proactively make time for new client or new business activities.

Delegation to staff or clients

You will develop better delegation abilities, including monitoring delegated tasks (internally or externally) to agreed deadlines.

Constant interruptions

You will examine a variety of ways to push back or manage interruptions from email, the phone, staff, clients and information.

Desire for a total solution

You will review case studies, engage in peer feedback, work on actual tasks from your business and design a complete end-to-end time management system.