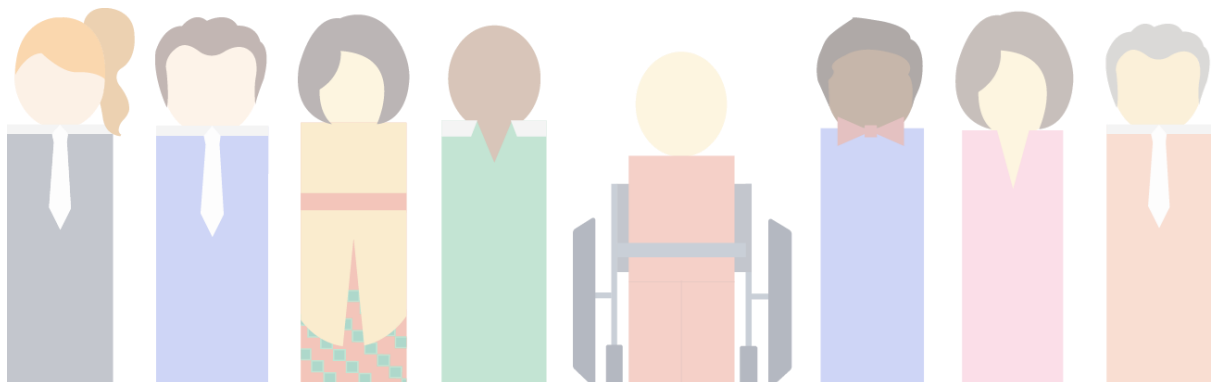




Nine Dots Development
Learn Today, Lead Tomorrow.

Free Time Management Course



Introduction

Time just exists, you can't make it stop or go quicker/slower.

This course of collated resources will look at some of the main underlying and often overlooked issues/factors that make people feel like they don't have enough time.

6 things you will learn in this course...

1. Prioritising effectively
2. Focusing on the right things
3. Overcoming procrastination
4. How to say 'no'
5. Finding balance in your life
6. Resilience vs endurance

Click [here](#) to view a more in-depth introduction to the course (audio)

Click [here](#) to download the workbook



Part One Eisenhower's Urgent/Important Matrix

"What is important is seldom urgent and what is urgent is seldom important."

Dwight D. Eisenhower, 34th President of the United States



In this section, we're going to be looking at Eisenhower's Urgent/Important Matrix and how you can use it to find out where you're spending your time, and whether that balance is right for you, in your role, right now.

- First, click [here](#) to listen to the introduction to this topic.
- Then click [here](#) to download and read today's accompanying Eisenhower's Urgent/Important Matrix resource.
- Then complete the relevant tasks on pages 4-6 in your workbook to prioritise your work effectively.
(click [here](#) to download again)

Your Notes:



Part Two The Circle of Concern

"I am not a product of my circumstances. I am a product of my decisions."

Dr. Stephen R. Covey



In this section we're going to be looking at The Circle of Concern, where we're focusing our energy, and how we can be more proactive

- First, click [here](#) to listen to the introduction to this topic
- Then click [here](#) to download and read today's accompanying Circle of Concern resource
- Then complete the relevant tasks on page 7 in your workbook to see where you're focusing your time
(click [here](#) to download again)

Your Notes:



Part Three Overcoming Procrastination

“The really happy people are those who have broken the chains of procrastination, those who find satisfaction in doing the job at hand. They’re full of eagerness, zest, productivity. You can be, too.”

Norman Vincent Peale, Godfather of Positive Thinking



In this section, we’re going to be looking at what procrastination is all about, what causes it, and how we can overcome it.

- First, click [here](#) to listen to the introduction to this topic
- Then click [here](#) to download and read today's accompanying Procrastination resource
- Then complete the relevant tasks on page 8 in your workbook to start overcoming procrastination
(click [here](#) to download again)

Your Notes:



Part Four How to Say 'No' Without Damaging Relationships

"The difference between successful people and really successful people is that really successful people say no to almost everything."

Warren Buffet



In this section, we're going to be looking at how to say 'no' without damaging working relationships.

- First, click [here](#) to listen to the introduction to this topic
- Then click [here](#) to download and read today's accompanying Saying 'No' resource
- Then complete the relevant tasks on page 9 in your workbook to be able to confidently say 'no' at work
(click [here](#) to download again)

Your Notes:



Part Five Finding Balance with the Wheel of Life

“Love yourself enough to set boundaries. Your time and energy are precious. You get to choose how you use it. You teach people how to treat you by deciding what you will and won’t accept.”

Anna Taylor



In this section, we're going to be looking at the Wheel of Life to explore the different areas of our lives that can make us feel like we don't have enough time.

- First, click [here](#) to listen to the introduction to this topic
- Then click [here](#) to download and read today's accompanying Wheel of Life resource
- Then complete the relevant tasks on pages 10-12 in your workbook to find balance in your life
(click [here](#) to download again)

Your Notes:



Day Six Resilience vs Endurance

“Resilience is the ability to thrive in challenging circumstances – it means you can bounce back quickly from difficult situations. This is commonly mistaken with endurance which is a more rigid mindset where you’re continually pushing your body and mind to the limit without giving up.”

Anonymous



In this section, we're going to be looking at resilience vs endurance - we only have so much energy, so how can we identify what energy level we're at, and how can we look after it?

- First, click [here](#) to listen to the introduction to this topic
- Then click [here](#) to download and read today's accompanying Resilience vs Endurance resource
- Then complete the relevant tasks on pages 13-14 in your workbook to create your custom recovery rituals
(click [here](#) to download again)

Your Notes:



Part Seven Recap and Next Steps to Take

“Sometimes the best way to learn a lesson isn’t just hearing the words, but putting it into practice by experimenting with it and finding its truth for yourself instead of taking someone else’s word for it.”

A.J. Darkholme



In this final section, we're going to be recapping what you've learned and identifying what changes you can make as a result of this course.

- First, click [here](#) to listen to the recap of this course
- Then click [here](#) to download and read today's accompanying Summary resource
- Then complete the relevant tasks on page 15 in your workbook to identify your next steps
(click [here](#) to download again)

Thank you for completing this course, I hope you got a lot out of it!

Just a quick question - is time management something your organisation struggles with? We are leadership and management training experts and have a plethora of programmes and courses that can help improve efficiency and productivity.

If this is something you're interested in or if you have any feedback that you'd like to share, you can contact us by calling 01332 527 905 or emailing enquiries@ninedotsdevelopment.com.



Recommended Training for New Managers

We offer several programmes which are specifically designed for new managers:

Fast-track New Manager Course

The graphic is a dark blue rectangular banner. At the top left is the 'Nine Dots Development' logo, which consists of a 3x3 grid of white dots. To the right of the logo is the text 'Nine Dots Development' and 'Learn Today, Lead Tomorrow.' in white. At the top right, the phone number '+44 (0) 1332 527 905' and website 'ninedots.co.uk' are listed in white. The main title 'Fast-track New Manager Course' is written in large white font. Below the title, it says '4-workshop Course (CMI Add-on Available)'. A paragraph of text describes the course: 'Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.' To the right, a light blue box titled 'This programme will help participants:' contains a list of six bullet points, each with a checkmark icon. At the bottom of the banner, there is a horizontal bar with colored segments (grey, green, orange, teal, pink, purple) and logos for 'ilm', 'CMI', 'Education & Skills Funding Agency', and 'Apprenticeships'. On the right side of this bar are six icons of people wearing graduation caps.

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Fast-track

New Manager Course

4-workshop Course (CMI Add-on Available)

Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.

This programme will help participants:

- ✓ Understand new manager responsibilities
- ✓ Organise their time efficiently
- ✓ Prioritise, allocate and resource workload
- ✓ Set and monitor SMART objectives
- ✓ Nurture a high performing team
- ✓ And much more...

ilm CMI Education & Skills Funding Agency Apprenticeships

This course contains 4 x live virtual workshops and is delivered over 4 months:

- Workshop 1: Leadership & Management Excellence
- Workshop 2: Managing Operations
- Workshop 3: Effective Business Communication Skills
- Workshop 4: Building Effective Teams

It can also be delivered face-to-face in-company for groups of 5-12.



Funded Level 3 Team Leader Programme

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Learn Today, Lead Tomorrow.

Funded Learning • Level 3 • CMI Accredited

Team Leader Programme

Take your **new** and **existing** staff from untrained or self-taught managers to confident, qualified and highly skilled leaders able to perform and progress within your organisation.

UK-wide Training • +44 (0) 1332 527 905 • ninedots.co.uk

This programme consists of 8 x blended modules and is delivered over 13+ months:

- Personal Development Planning
- Building Effective Teams
- Managing Operations
- Enhanced Business Communication Skills
- Project Management Skills
- Leading and Management Excellence
- Budgeting and Resource Management
- Data-Driven Management

Tailored In-company Management Essentials Programme

This programme consists of 3 days of training:

- Understanding the Role of a Manager and Defining Team Focus
- Communicating Effectively to Get the Best from Your Team
- Developing and Coaching Your Team for Success

This programme is ideal for groups of 5-12 and can be tailored if there are specific topics you would like included.





Nine Dots Development

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