

## GOAL

- To agree an effective way of managing your time at work more effectively
- To discuss your ideas and suggestions that will lead to more effective time management

## WAY FORWARD

## M.A.P.

- What do you really want to do to achieve better time management?
- Which working habits will you change to help you manage your time more effectively?
- What are your milestones to achieve these changes?
- What is your target action for the day/week?
- When are you going to start?
- What will it take to get moving forward towards your goal?
- How committed are you to your plans?
- What resources can help you?
- How often do we need to meet to monitor and review your progress?
- How will you know that you have improved your time management skills?
- How you will celebrate your achievement?

## REALITY

### NOW

- Tell me about how you manage your time at work.
- What aspect(s) of managing your time do you find difficult?
- When does this happen?
- What do you think is disturbing your workflow?
- What is the effect of this in your and others work?
- What strategies have you tried so far to manage your time more effectively?
- What was the outcome?
- How do you work under pressure?
- How do you organise your day?
- How do you prioritise?
- How often do you feel overwhelmed?
- What do you do when you are overwhelmed at work?
- Why is it important to manage your time well?

### CHOICE

- If your workday was halved, what work would you complete?
- If your workday was halved, which tasks would you eliminate?
- What could you complete today that would make you happy?
- What actions can you take to help you become more effective at time management?
- What other options are available to you?
- How do you feel about these options?
- What is the most challenging part of that for you?
- Which option/s do you feel ready to act on?
- Who might be able to help you?
- How can I support you?

## OPTION