

SELF-DISCIPLINE ONCE AND FOR ALL

55 management techniques

WHO AND WHY?

The training is aimed at CEOs, business owners, managers and everybody who wants to manage their private time and their employees' time in an efficient way.

8 STAGES TO GAIN CONTROL OUR CHAOS

How to make time for everything. 4 anti-rules. Your 32 850! Top-8 office and top-20 personal "time killers". The "purple bracelet" formula. Benjamin Franklin's Six Sigma principles. Brain tricks. 3 key self-deceptions of workaholics. Practical case study: identifying slack time.

7 PRINCIPLES OF TEAM MANAGEMENT. TIME SAVING = EFFECTIVENESS Involvement: online communication and corporate chat room. Time limit of a day: contact time and chaos-pauses. Right questions and quick decisions. Ineffective working conditions: how to overcome and avoid them. Delegating, performance monitoring and situation management. 3 types of tasks for delegation. Meeting's costs. How can corporate standards save the time of each employee: rail-track for routine, do instead of select?

FIVE KEY GOALS / 4 IN 1: INFORMATION

5 levels of goal setting. Russian "KEDR" method instead of foreign "SMART". 24 words. "I will do" instead of "I want". 3 techniques to trick your brain. 90 seconds to obtain information + 20% free time. 5 stages of information collection for target adjustment. 3 approaches of Donald Trump and Bill Gates.

5D PLANNING / PRIORITIES

The Eisenhower Matrix or Jobs' "Apparatus"? Gantt chart. Three planning scales: operational, tactical, strategic. Link between the long-term, medium-term and short-term planning. Inbox: 7 minutes for emails screening: settings, filters and automatic replies. "To-do list" with Google-synchronization in 5 minutes in your mobile. Schwab's method. The Wheel of Life. 8 areas for work-life balance. 30 percent of soft "NO" for supplicants, chronophages-bugs. "Screening out" and healthy "who cares" attitude. Techniques for avoiding "imposed urgency." Technologies of refusal and struggle with "imposed importance".

SPLIT-SECOND ACTIONS. DELEGATING

"Bulldozer and War" principle. Yuri Detochkin's principle. Way to deal with stress. Rapid response in stressful situations. Simple methods of self-regulation in the workplace. Prevention of fatigue. How to prevent burnout? How to reach agreement with your body? Paper record. Biorhythms. "Quick and slow" time.

CORPORATE TIME MANAGEMENT

"TM-virus" in the Russian company. Team arrangements and TM corporate standards. TM for the organization development and management improvement.

LEISURE. 32 HABITS

Mind Management: the map of human thoughts in your smartphone. Anchor, cheese and other ways of the proper leisure. 32 habits: plan B, “4 nuts” principle, 300 signs, queue – luck, Ruble – Euro. Patterns of behavior. Audit of habits. “Workaholism” and self-control. Top-20 programs for CHAOS-management in your iPhone or Android. Self-discipline in communication.