

 Formations offertes en anglais

# Time management: work smarter, not harder

## Overview

Managing time and priorities has become an essential skill to develop. In fact, most people describe their workday as either stressful or very stressful. In this fast-paced culture, we are pressured to get results quickly, if not instantly. However, to achieve satisfaction in our lives, it is important to find a balance between the demands of today and the investment required to meet the needs of tomorrow.

It is we who have the power to influence our relationship with time, including the ways in which we use our time. This course encourages the participant to develop the necessary perspective to make new decisions and implement solutions aimed at better using their time, achieving an optimal level of performance, and attaining their objectives.

## Learning Outcomes

This course addresses our relationship with time through the four facets of the Kaleidoscope<sup>®1</sup> model: focus, action, personality and energy. This model allows us to become aware of the impacts of thinking, habits, personality, and decision-making on how we use our time. This training course will enable you to:

- use techniques or tools to more effectively plan and organize your work, to-do lists, and calendar,
- use tools and working methods to effectively manage your priorities,
- develop greater personal and organizational effectiveness by increasing your ability to concentrate and listen,
- prepare an action plan that fosters change for better use of time and more effective management of priorities,
- contribute to the effectiveness of meetings.

## Topics Covered

- The high-speed era
- The perception of time
- The Kaleidoscope<sup>®1</sup> Model
  - Focus: short, medium and long-term objectives
  - Action: priorities, organization, multitasking, technology, emailing, communication, decision-making and choices, meeting and delegation

- Personality
- Energy??????

## Educational Approach

The educational approach is dynamic and interactive: presentations, introspection, group discussions, and exercises.

## Audience

This course is aimed at any person who wishes to master managing their time and priorities.

## Duration and Continuing Education Units (UFC-UQO)

This is a training course of 6 hours, equivalent to 0.6 UFC-UQO.

## Logistics and Procedures

- The groups will be limited to a maximum of 15 participants.
- The training will take place via the Zoom platform.
- To ensure a good connection quality, high-speed Internet access and a microphone are necessary.
- Although the use of a computer is recommended, other technological devices are also accepted.
- To maximize interactions and group dynamics, we strongly suggest using a webcam or camera.

## Instructor

**Catherine-Julie Charette** is a pioneer in the fields of organizational agility and management innovation. With over 20 years of multi-sector experience in management, coaching, conception and broadcasting of training and conferences in Canada and internationally, Catherine has worked for large companies such as Bell Canada, France Télécoms, Cirque du Soleil, Banque Nationale, Clarins, KPMG, and Bombardier, as well as for several public sector organizations and OSBL.

Ms. Charette holds a Master's degree in organizational development and the following certifications:

- PCC from the International Coach Federation
  - PCM Trainer of the Process Communication Model
  - TPLC Transformational Presence Leadership and Coach Training from the Centre for Transformational Presence
  - ICP-LEA Leading with Agility from the Agile Leader Academy
  - In 2011, Ms. Charette founded her company, with the goal of training, coaching and advising individuals, teams and organizations seeking to prosper in the BANI<sup>[1]</sup> world, which is geared towards job satisfaction, leadership development, resilience, collective and emotional intelligence, communication, and agility. Catherine's coaching clients, along with the thousands of people who have attended her conferences and training sessions, appreciate her enthusiasm for building relationships, her competence and her pragmatism.
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