

# TRANSFORM YOUR TIME:

The Foundations to Mastering Your Time Management  
self-study, self-paced online course



## TRANSFORM YOUR TIME OVERVIEW

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### Overview of Modules and Content

The easy-to-do self-study course for time-poor professionals who are ready for quick-wins and life-long skills that'll empower you to master your time management, and unlock hours.

This is THE time management course for busy professionals that don't have time to learn about time management! All modules are broken down into bite-sized content that is easy-to-digest, learn and implement which you can do at your own pace!

Combining the best of theory and coaching will help you learn AND implement the techniques that will work for you for life-long skills and results! Learn the tools, techniques and frameworks that are going to be a game changer to your time management!

**In this course you'll uncover the secrets to the time management foundations!**

*Alice Dartnell*  
TIME AND ENERGY  
MANAGEMENT COACH

## MODULES, CONTENT & TEACHING POINTS INCLUDE:

### ***What Time Management Really is & What it Means for You***

You'll explore what time management really is and what it means to you, as well as assessing what you are making time for!

### ***"The Triangle of Time Management" (3 Things that Impact Your Use of Time & Time Management)***

To really master your time management and implement the tools and techniques correctly, you need to have an understanding to what time management is made up - this is the Triangle of Time Management!

### ***'Time Management Audit'***

This is the module to help gain a true understanding of HOW you are currently (mis)using your time so you can find BESPOKE solutions going forward, and you can personalise & perfect your techniques for your own lifestyle!

### ***Mindset Mastery - Your Time Management Success Depends on it!***

There is no point learning the practicalities if we don't have your mindset right! Improving your time management isn't just about the practical (*like being organised, planning, productivity tools etc.*), it is also about improving your mindset and ridding those mental monkeys!

### ***Improving Your Relationship with Time, to Improve Your Time Management***

This includes your attitude, mindset and relationship! Most people have a negative relationship with time, which negatively impacts their time management! If this is you, we're going to start improving that!

### ***The 5 Laws that Influence Your Time Management***

Are you applying the '5 Laws that Influence Your Time Management'? If not, you are going to struggle with truly understanding the fundamental time management techniques because these 5 laws are what influences your time management and approach to time!

### ***Covey's Circle of Concern & Influence***

If you want to start putting more emphasis on the things you CAN control, Covey's Circle of Concern and Influence can help you!

## ***Discovering Your #1 Time Stealer***

We can have the best intentions in the world and implement the best techniques (*which I am teaching you of course*) but we all have those pesky time stealers in our life! It's time to put those in the bin!

## ***How to Finally Beat Your Procrastination (...and it's not what you think)***

It doesn't just damage your time, it also damages everything from your self-esteem, to your relationships, to how you are perceived in your work. This coaching module will get to your root cause so you can say bye-bye to procrastination.

## ***What Distractions Really Are - Stop Saying "Yes" to Distractions & Top Tips for Managing them***

Truth bomb... We blame the distraction but we in fact we are choosing the distraction! It is time to stop saying yes to distractions. This module explains the types of distractions and how to beat it by understanding your people pleasing, how the brain works, and your energy management!

## ***Top Tips to Stop Wasting Time on Your Phone and Social Media***

Apparently, we check our phone an average of 344 times per day!!! This module will share 7 easy tips to stop wasting time on your phone and social media!

## ***What is "ROT" ('Return on Time') & How it Improves Your Time Management***

People get fixated on improving their time management by just doing things quicker and more efficiently. All in the drive for more time, productivity and efficiency! In reality, in order to truly maximise time, we need to be thinking about "ROT".

## ***The Things You Have to Include in Your Day to Day for Optimal Time Management and Productivity***

Whilst everyone is different, there are some universal activities you will benefit to include in your busy day to day... Investing in these things will help you GAIN back more time!

## ***How to Plan, Prep and Pack for Optimal Organisation***

A big part of successful time management is staying organised! This helps you stay on top, be in control and maximise your time better! Here's a simple trick that is worth the "ROT"... plan, prep and pack the night before!

## ***How to create your own "ROT" ('Return on Time') to Achieve More in Less Time***

After exploring what "ROT" is, it is time to look at how to make it work for you, so you can achieve more and focus your efforts on where it counts!

## ***The "4F's of Productivity"***

To be productive you have to be proactive! This course is going to give you the tools to achieve this and be this, and will help you set the foundations for this including introducing you to the 4 F's of Productivity.

## ***Planning Like a Pro***

There is a balance to planning - the careful blend between planning ahead, but allowing for flexibility and not over planning so you have a rigid diary that doesn't work! I'll show you the secrets to planning like a pro!

## ***How to Maintain your Focus Throughout the Day***

Busy people with shiny object syndrome beware!!! Time is already precious, so don't make it worse by wasting it because you are not using it properly because you are not focusing! Time management is also about your thinking ability, not just the hours that are available in a day!

## ***Top Expert Tips for Reducing the Overwhelm***

Overwhelm is not the "fault" of time. It boils down to how we are feeling (*and the feeling of being overwhelmed is often linked to control*), so luckily there are simple things we can do to take control and reduce the overwhelm.

## ***The Secrets of Prioritising***

One of the big reasons we don't utilise our time properly is because we don't know what our priorities are - that is why we place emphasis on the wrong things and tasks, because everything is shouting for our attention, and we don't know what to tackle!

## ***Why Routine will Ruin Your Time Management***

If you're trying to improve your time management by creating a routine, you are setting yourself up for failure! Routines don't work! Let me show you why and what you need to do instead!

**TRANSFORM YOUR TIME & MASTER YOUR TIME MANAGEMENT**