



Goal :

- Raise personal efficiency
- Immideate gain 3-5 hours / week - (minimum)
- Use 2 new tools
- Know 2 new techniques
- Personal requests



Proces & Learning (kolb)

DAY 1:
Introduction (process & objectives)

Mod 1 Mindmap (Tool)
Mod 2 Lean Office (Technique)

DAY 2:

Mod 3 Speed reading (Tool)
Mod 4 Time mgt (Technique)

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First :

- Practicalities
- Presentations
- Alignment of goals / expec's
- ...Module 1

Employees spend up to 50% of their working time, doing stuff that means ZERO to bottom line
(Compaq survey 2003)

Solutions....

Techniques & tools

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Practicalities



Handouts?

300 slides in printed hardcopy

Download YOUR course in 1 week
- incl. Answers for YOUR requests
- or immediately (!)

Few chosen, relevant slides
i.e. Lean / Speedread



Mobile phone E-mailing....



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Me... not that I am important

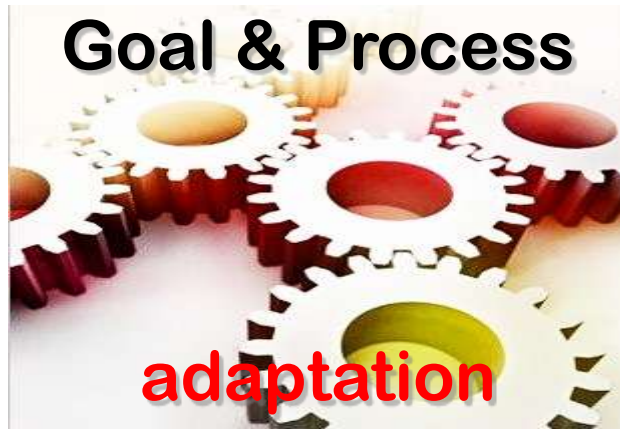
- **44 years – 2 kids**
 - every 2nd week for 2½ years
- **Education**
 - MA Intl. Business & language
 - ECCIP
 - ESSCA
 - DCF
 - Int'l training fellow of JCI
- **Job Exp'**
 - Edu' manager ECCO shoes HQ
 - Int'l Retail training ECCO shoes
 - JCI european councillor of training & performance
- **Trainer/Consultant for + 10 years**
 - Workshops
 - Large groups
 - Personal efficiency & motivation
 - Train the Trainer programs
 - + 25 countries



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Presentations

- Job / Function ... ?
- What I enjoy most doing (not work)
- Main reason to join the course



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Proces & Learning (kolb)

DAY 1:

Introduction (process & objectives)

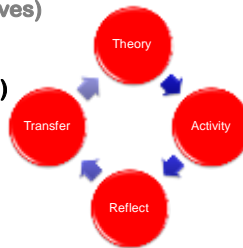
Mod 1 Mindmap (Tool)

Mod 2 Lean Office (Technique)

DAY 2:

Mod 3 Speed reading (Tool)

Mod 4 Time mgt (Technique)



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Participants often ask for ...

More structure, faster at reading articles, more efficient in planning phase, motivated to put things into practise; Better at organizing the mess, become superfast at reading scientific articles – and be able to remember the content too. Better at project management, - sharing important information better & faster to colleagues, Change old inefficient habits & patterns, archive structure- electronic as well as physical; Daily efficiency, achieve more with less resources, I work too chaotically & I am a clown at keeping my workspace tidy – I need systems to manage the tasks & get things organized – fast. Keep the overview, That make notes that really makes a difference after the meeting. To keep focus during brainstorm & meetings, Order & systems that are easy to maintain daily. Learn how and what to dump! Quickly be able to decide whether things should be saved, archived or dumped. Better use of my time, Tools & techniques for a more satisfying day, have fun on the job, Not to carry tons of paper aRunde with me all the time, I work too long hours to get to the bottom of it all ... and I never get there, I wish to leave at 4 p.m. every day, with a good conscience. I am a mess and need tools for order & systems, Inspiration & learning with and from others, Learn & rediscover a great tool, less waste of time, I use too much time to look for cases/papers, I want to improve myself and my boss's work patterns, tools to minimize stress, insight in other peoples work patterns, to systemize the admin tasks, I loose most time in unstructured tasks & projects – specially due to faulty informations, to use my timer much better than today, learn how to deal with urgent matters & requests, , to focus on what really matters

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You (50%) have asked for this...

I always struggled with organization and time management. I have a very distracted nature, so I'm looking for practical hints helping me focusing at work. I like to understand behavior mechanism but need practical tools. something to help prioritising and important things to do, most of the time fire fighting. I lack clear objectives, more control and less stress. (as I am required to move my "desk location" every week the "efficient office" is not very relevant for me). Last minute "urgent / important" meeting requests sometimes taking several hours per day. Adhoc requests not initially scheduled for the day, my inbox sometimes increases quickly and becomes difficult to manage. How can I use "Outlook" as a time management technique I would like to manage the working time in a more efficient way, learn to prioritize tasks, learn how to organize/ integrate small tasks within more important tasks. Being able to better prioritize tasks. I believe what is missing is a proper structure/organization of my office. I have a mix of everything. (those who answered reading speed 150-200 w.p.m.) Better overview & prioritisation. A better use of Outlook would definitely help. I receive hundreds of mails every week and find hard to treat them all, follow, archive or find back what I need. Optimal archiving of electronic documents in my personal computer and shared folders with team members. I mainly work at lunch time (sandwich in front of computer), at home 4 evenings/weeks, during train travelling and sometimes I have to work over the weekends. This last one I try to limit because of family reason. I use MoSCoW principle. , I become inefficient when I have too many urgent things to complete at the same time. Unfortunately this happens often. For years I always have many things burning. I treat in priority those that are most dramatic if not solved rapidly. How to make space in my overbooked agenda. Faster meetings, improved communication. Improve reading speed. Usually I prioritise the one that have deadline. The main thing for me is to have some information that I can bring with me to practice after, as I am not very goods in take notes and follow the workitem. : Better use of Outlook, not sure what PDA means, better overview, Faster meeting and definitely improved communication

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- Need to have done / achieved
- Make your top 1-3
- Nice to have done / achieved
- Make your top 1-3
- Share 2+2

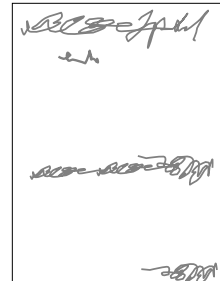
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Efficient Mindmapping

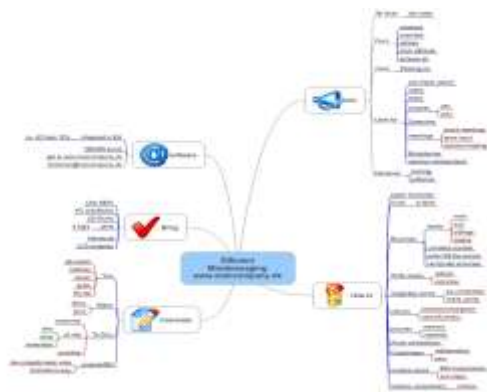
Advantages, possibilities, Example

Notes???

æjg ldfkjg ldfkjg
ldskfjldkg lskg lhg gjlh
kjhg kjg kjg
hkjdshgsdlueropisdofgj
dfjgdjlg ldfjg ldfhg dkjfg
kjdsj dhg djklsgl lkdsj
ldsfhgdsfklgkdæsdhkgjfh
gjdk h ædfhg kjhg oytg
iohsdjgh kdjsh
kdjhgjkdffg lkjhkgjdf
gkdhfsg kdhg khgkjdfsg gk
hgkjdfsg kdfsg kjdhds
ædfkjg dflksjhkgjdsfg
kjhkgjdfhgioer



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Goal : mindmaps on paper

- After this module you are able to ..
 - Structure informations
 - Pass on informations
 - Take useful notes
 - Make brainstorm
 - Develop "simple" projects
 - Prioritize & filter informations
 - Use maps 1-1 and in groups



Possibilities

- Notes
- Structure info's
- Projects
- Brainstorms
- To-do's
- Presentations
- (Meetings)



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Advantages

- Compact
- Overview
- Multi usable
- Do more / prioritize
- Motivational
- Optimize brain



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RULES



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- Rules**
- Horizontal
 - Center
 - Branch
 - Colors
 - Readable
 - 1 word
 - Images & signs
 - Codes
 - Connections
 - Multi-maps
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Exersize 1

”Structure info’s”

- Learn to mindmap
- Experience flow

Exer. 1 : Structure info's (10 min's)

Mindmap on "me"



- HOBBIES
- EDUCATIONS
- JOBS
- GOALS

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Exercise 2

"Give information"

- Experience the value of MM...
- When giving information
- When being given information

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Exer. 2 : Pass on informations (2 x 2 mins)

Tell about "Me"

- HOBBIES
- EDUCATIONS
- JOBS
- GOALS



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Exercise 3

"Acquire new information"



- Experience the value of MM...
- When taking notes from non-structure
- When re-using information from a mindmap

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EXERS. 3

QUIZ

- JCI Test
- International / National / Local / Personal
- TEST!!!

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Exersize 3+3

Brainstorm project in MM

• “THEME” PARTY

- Categorize ALL elements & details
- **When** can u deliver the project
- What's the est. **cost**?
- 2-3 main unique selling points?
- Use task info if relevant
- Be as specific as you can



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Exersize 4

”proj. brainstorm & dev’ ”

- Experience the value of MM...
 - When brainstorming a project in a group
 - When structuring ALL details of a task
 - When estimating time of a task
 - When delegating task

Exersize 5

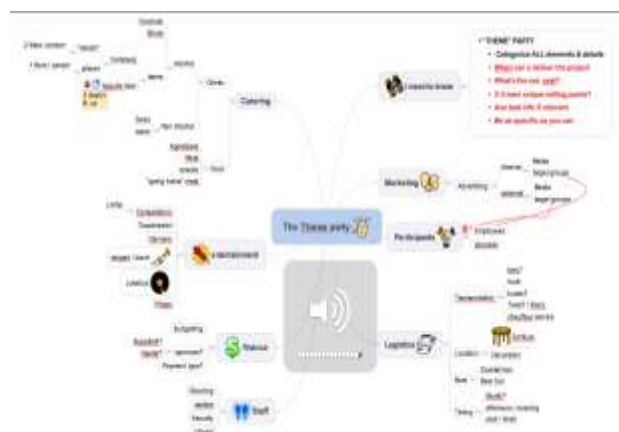
”Restructure project”

- Experience the value of MM...
 - Restructure & re prioritize – fast
 - Find new solutions – fast
 - Deliver new solution

Exersize 6

”My todo list”

- Experience the value of MM...
 - Use the advantages so far
 - Remembering all / a lot
 - Overview, prioritizing
 - Adding details & time & task information
 - Sharing info with others fast



Exersize 3+3

Brainstorm project in MM

• “THEME” PARTY

- You must cut cost 1/3
- Re-think & Prioritize
- How can You still manage the project?
 - What do you cut/eliminate ?



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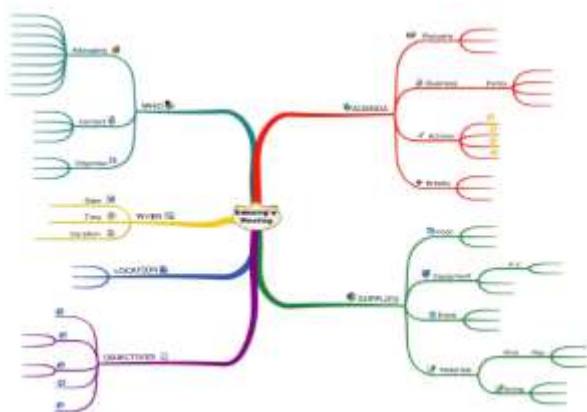
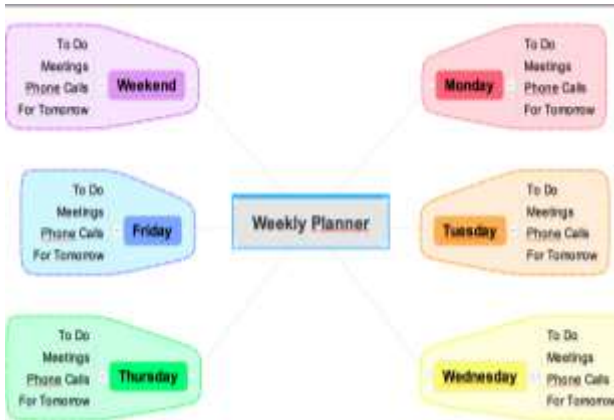


Make a to-do mindmap

- Brainstorm all tasks of a day / week / month
- Categorize them
- Prioritize them
 - Numerically / Eisenhower
- Estimate time / deadlines
- Consider what to eliminate / delegate



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Closing

Goal :

- Do mindmaps on paper
- Able to ..
 - Use all relevant functions
 - Structure informations
 - Make brainstorm
 - Develop "simple" projects
 - Prioritize & filter informations



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Possibilities

- *Notes*
- *Structure info's*
- *Projects*
- *Brainstorms*
- *To-do's*
- *Presentations*
- *(Meetings)*



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Advantages

- *Compact*
- *Overview*
- *Multi usable*
- *Do more / prioritize*
- *Motivational*
- *Optimize brain*



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Discuss please

1. What do I think of MM ☺
2. Evt. challenges? ☹
3. I'll use it for in practise...

