Fulcrum Point

Workshop outline · Managing yourself and your work

Managing Time and Priorities.

Get clear on what matters and make time for it. Participants define their priorities, deal with their time-wasting hot spots, and leave with a personal action plan.

For

Anyone who struggles to balance work priorities and wants to accomplish more with less stress.

Format

Half a day. In person or live virtual.

What it is for.

Managing time is not about fitting more into a day, and no particular system solves it. How we use our time is a choice. The key is to be clear about what is important and to make room for that.

Participants define their personal and work priorities and learn to concentrate on the main effort that adds the most value. The workshop covers ways of managing time-wasting hot spots and the demands of others, including the steady stream of messages and meeting requests, and shifts attention to what is important but not yet urgent, which means better planning and fewer fires to put out.

What you leave with.

- Defined personal and work priorities
- Ways of managing the demands of others
- Methods for working smarter instead of longer
- A personal action plan

Why it matters.

- One more productive hour a day adds up to about 250 hours a year
- Clear priorities end indecision and procrastination
- Feeling in control raises energy and satisfaction, and guards against burnout

Format.

Length	Half a day
Mode	In person or live virtual
For	Anyone who struggles to balance work priorities and wants to accomplish more with less stress.
Method	Self-assessment tools; Short inputs from the facilitator; Group activities; Individual and peer-to-peer assignments

Your speaker.

Lorne Michael Cousins

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Lorne Michael Cousins has spent twenty-five years inside corporate sustainability across China and the Asia-Pacific, as environmental auditor, sustainability consultant and leadership strategist. He is Senior Fellow and Council Director at The Conference Board, Asia, founder of Fulcrum Point Sustainability Consulting in Shanghai, and a Founding Member of the Sustainability Directory.

He holds an MEM from UNSW Sydney, a BA from UBC Vancouver, and Practitioner status with IEMA. Accredited Advisor, Future-Fit Business Benchmark.

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