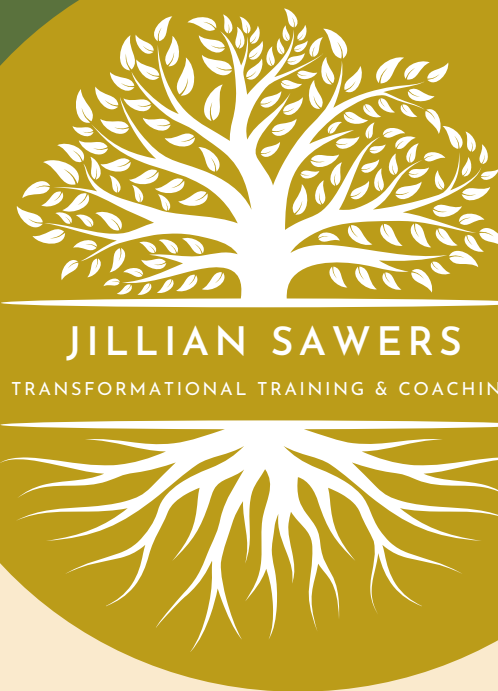


# Self, Time and Task Management Training & Coaching

A truly transformative training experience by Jillian Sawers



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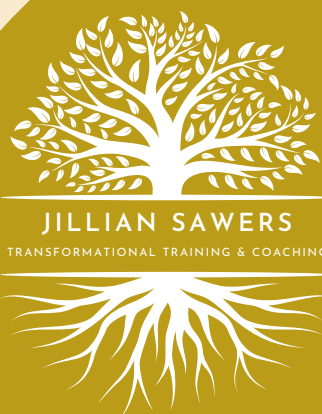
Most of us struggle to meet all the obligations of our lives. It's as if we are constantly juggling tasks, not just at work, but at home, and in our social and community lives. It can feel like life is just one long to do list. This can lead, not just to stress and overwhelm but to a feeling of hopelessness and depression. Many people struggle through their day, only come to life as soon as they leave their jobs.

Many people take time management courses year after year with no effect, because they have only focused on theories and tools and ignored the most important element of the equation. You! Everyone is unique and how they manage their time, tasks and lives is also unique. There is no perfect system for everyone. But there are some principles which will help you to feel empowered and more in control of your life.

In this course, we will look at where you are at now, and where you want to be. We will dive deep into who you think you are, and what may be blocking you from having your best life. You will learn to understand and manage your mind and emotions, to plan your time to achieve long term goals, without sacrificing your peace of mind or fun, and to be a wise decision maker who knows when to be determined and when to be flexible.

This course is the perfect opportunity to get a fresh perspective and to take a step back so that you can launch yourself forward in a direction that pleases your head, heart and soul.

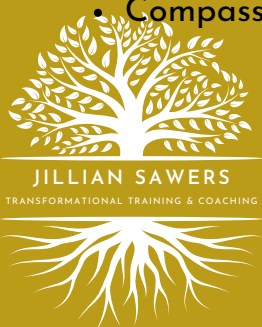
Give yourself or your team, the gift of a healthier happier professional and personal life, by learning to manage your self, your tasks and the time of your life.



# Self, Task and Time Management Training & Coaching

Topics in the training include:

- Personal time management assessment
- Your personality and time management style
- To do or not to do - how to use a priority matrix
- Important vs Urgent activities
- Are you addicted to being busy?
- Leveraging your time to achieve results
- Manage your time by implementing a framework to achieve goals
- Proactively scheduling tasks, constructing weekly plans and to-do lists
- Purpose/Vision/Mission - seeing the bigger picture
- How to bring the best out of your self - every day
- Developing effective work habits
- How to take the stress out of deadlines
- Using technology to get organised
- Creating a beautiful organised office space
- Setting up effective systems for dealing with paper work & emails
- The art and science of delegating effectively
- Communicating assertively and keeping boundaries
- Mind-mapping and Gantt charts for project planning, problem solving and decision making at work
- Overcoming time management issues such as interruptions, distractions, procrastination and conflicting priorities
- Dealing with late, disorganised or difficult people
- Managing your stress, achieving work-life balance and keeping yourself motivated
- Increasing self-discipline, breaking bad habits and negative behaviours
- Compass vs Clock - how to effective and efficient



# Who is Jillian Sawers?



Jillian has earned the praise of participants to her 1000's of courses over the years, in great part due to her engaging style and her ability to put across information that is clear and practical. She has the ability to build an immediate rapport with her audiences and her relaxed and entertaining style enables her to present deep and challenging personal issues in an easily acceptable way.

Jillian deep and abiding interest from her early teens, in the topics of self-awareness, psychology, philosophy, the connections between science, metaphysics and the transformation of human consciousness have kept Jillian's training insights on the leading edge of human development.

Aged eighteen and undecided on a course of study Jillian took a one way ticket from her home in New Zealand to London. Her first training experiences came two years later in 1990 as an event coordinator, round-table facilitator and workshop facilitator for 'Global Co-operation for a Better World' - an international project in association with the United Nations Economic and Social Council. This lead to being a full-time project and event manager and lecturer with the Brahma Kumaris World Spiritual University in London, organizing events exploring the topic of consciousness and self-awareness within the areas of science, health, mental health, community, social development and creativity.

In this capacity Jillian gave lectures and ran workshops and seminars in the UK, Europe and Asia/Pacific regions. Jillian also conducted workshops on Stress Management and Positive Thinking within the UK prison system.

Between 1996 to 2001 Jillian worked as a trainer for Reed Training, GateHouse Training and Training Solutions, all in the UK. Courses included Time Management, Self Esteem for Peak Performance, Presentation Skills, Running Effective Meetings and File Management.

In 1997 Jillian moved to Istanbul, Turkey where she was the National Co-Director of a self-development and meditation association for 14 years, training local trainers and giving lectures, workshops, and retreats throughout the country, as well as Internationally. During this time Jillian also started working in the UAE for the International Centre of Management Training, Abu Dubai, and later began a long working partnership as a senior consultant for Glomacs Training, Aztech Training, Euromatch and Oxford Management, all based in the UK and UAE. Jillian is also an Eating Psychology and Life Coach, having trained with the Institute of Eating Psychology in Boulder Co.