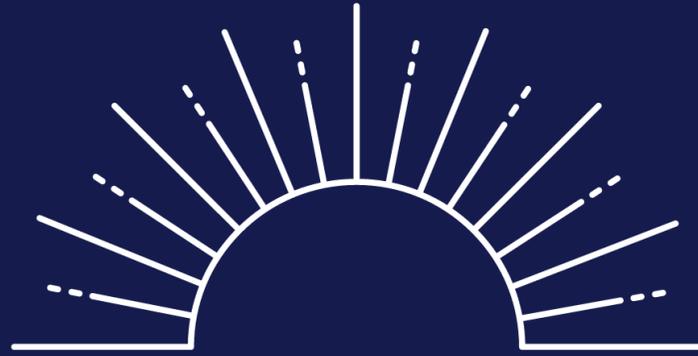


Horizons

Commissioner Conference 2023
Girlguiding London & South East England



Girlguiding
London and
South East England



Horizons

Commissioner Conference 2023

Managing your time

Lesley Marsh

Aim

To explore techniques for managing your time

Outcome

Commissioners will use at least one technique from the workshop to help them manage their time in guiding

Objectives

By the end of the workshop commissioners will have had the opportunity to

1. Discuss a range of tips, tools and techniques for:
 - Managing your time
 - Setting boundaries
 - Creating a support network
2. Share experiences and ideas with others
3. Try things out and problem solve together



Time management is an oxymoron. Time is beyond our control, and the clock keeps ticking regardless of how we lead our lives. Priority management is the answer to maximizing the time we have.

— *John C. Maxwell* —

AZ QUOTES

Part 1

Managing your time

Tool	Purpose
Doing a time audit	Tracking how you spend your time now, and identifying changes you might want to make
My week template	Reflecting on how you use your time and what matters to you. Works well when used as a team, to understand each other better
Using your calendar	Ideas for using your calendar to audit or plan out how you use your time. Helps you protect time for tasks and activities that aren't meetings and focus on one thing at a time.
Right task, right time	We all have peaks and troughs of energy and creativity through the day. Understanding your own rhythm can help you plan when to do what type of tasks.
Find your good enough	'The best is the enemy of the good' – tips for spending your time and effort where it has the biggest impact.
Eat the frog	Another way to think about prioritization and avoid putting off the things that matter
Kanban board	A visual tool to help you focus when you're swamped with 'to dos' – and remind you how much you are achieving

Part 2

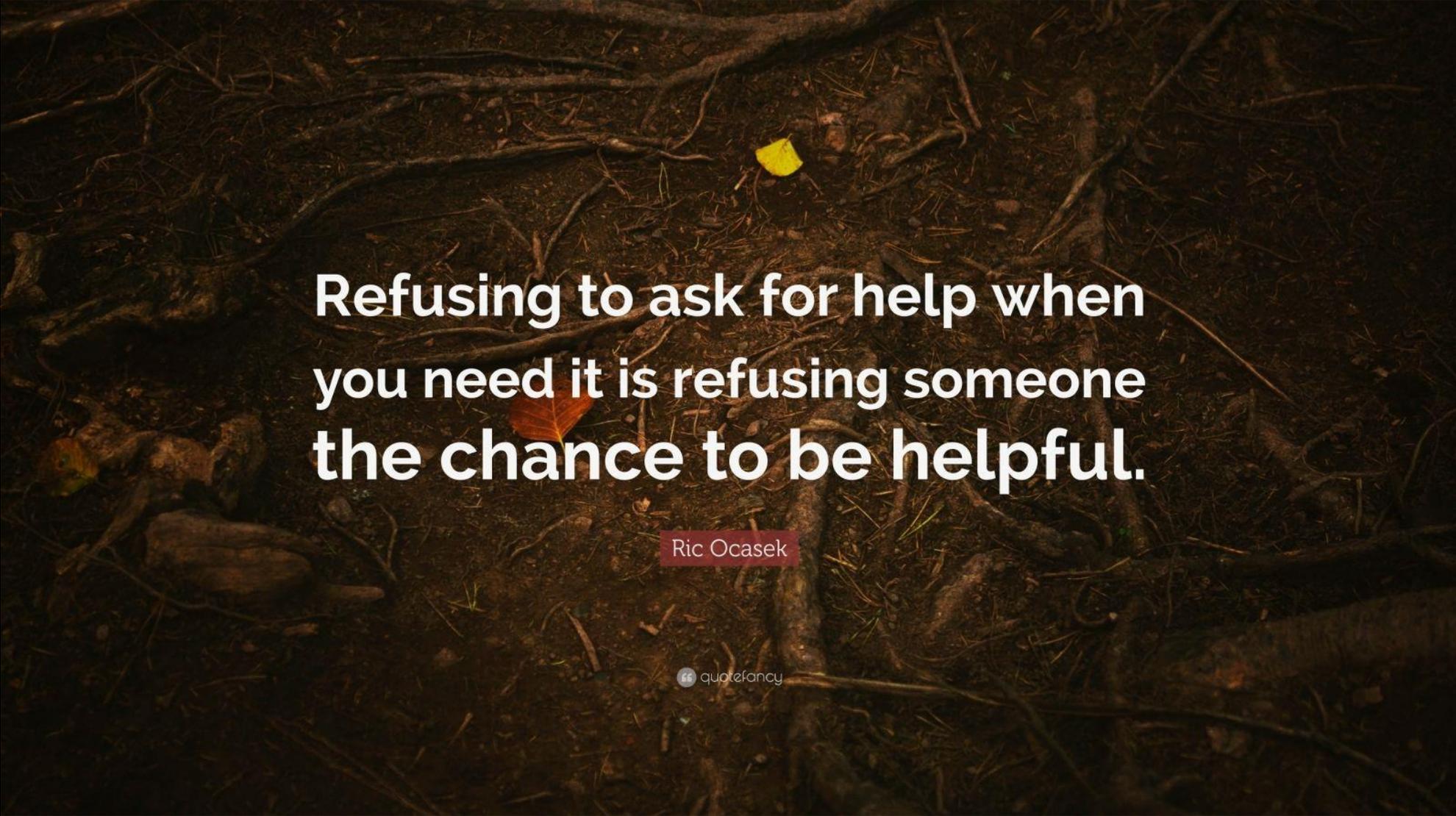
Setting boundaries

**When you say 'yes'
to others make sure
you are not saying
'no' to yourself.**

Tool	Purpose
Wheel of life	Knowing your personal priorities means you can set the boundaries that are right for you. This tool is used in coaching to think about where you are in life and where you want to be.
Saying no	Tips for: <ul style="list-style-type: none"> • When to say no • How to say no • Saying no after saying yes.
Saying what you want	Using the DEARMAN framework to express what you want and need objectively.
Avoiding the s-word	A way to stop yourself apologizing unnecessarily

Part 3

Creating a support network



**Refusing to ask for help when
you need it is refusing someone
the chance to be helpful.**

Ric Ocasek

“ quote fancy

Tool	Purpose
Your Personality type	Understanding your natural preferences and the things you may find more challenging can help you think about where you might want support and from who
Mapping your support network	Identifying the people and things you have around you for support. Drawing this out gives you a visual reminder to look at when you're feeling stressed
Building your support network	Tips for reaching out when you need to strengthen your support network
Delegation	Common barriers to delegation and how you could challenge them Tips for delegating successfully

It's up to you
what you do.



Next steps

identify an action you are going to take as a result of the session

Aim

To explore techniques for managing your time

Outcome

Commissioners will use at least one technique from the workshop to help them manage their time in guiding



Horizons

Commissioner Conference 2023
Girlguiding London & South East England

