

# Making time for work that matters

*Improve your efficiency and effectiveness as a business partner – it starts with you!*

## Agenda items

## The relevance for a business partner

## Participants will be able to...

1

### **DRIVING NOT SURVIVING**

Do not wait for others to solve the situation. It starts now and it starts with you.

Business partners struggle to find time for “value adding work” often blaming external factors like processes, systems and the service center.

The solution, however, often starts with the individual and team being conscious about how you manage your day.

We also discuss the concepts of Importance vs. Urgency.

- Use Covey’s 2x2 matrix to categorize tasks and activities.
- Say no..., without saying no!

2

### **IMPROVE EFFICIENCY**

Free up a day in your calendar and spend your time on the most important tasks.

Research shows that managers on average spend 41% on low value tasks and can free up a day per week simply by (1) being conscious about how they spend their time, (2) prioritize what matters the most and (3) eliminate, redesign and delegate the rest\*.

We introduce a simple concept and brainstorm ideas for ways to free up time.

- Understand how they spend their time.
- Identify the most value adding tasks.
- Identify tasks that can be eliminated, redesigned or delegated.

3

### **IMPROVE EFFECTIVENESS**

Become more effective and engaged by working smarter and managing your energy.

To be more productive and engaged, you need to work smarter. We introduce a number of proven tools that can help increase your mental focus and energy.

We also experience more holistically at how managing your physical, emotional and spiritual energy is key for managing performance.

- Understand and apply the concept of energy management.
- Implement “energy rituals” into the workday, which enhances effectiveness.



## YOUR TOOL BOX

What you will take home

	Urgent	Not Urgent
Important	I <ul style="list-style-type: none"> <li>Wildly important goals</li> <li>Vital business stakeholder calls</li> <li>Major deadlines</li> <li>Last-minute assignments from your boss</li> <li>Pressing problems</li> <li>Crises</li> </ul>	II <ul style="list-style-type: none"> <li>Wildly important goals</li> <li>Build client relations</li> <li>Develop new insights</li> <li>Continuous improvement</li> <li>Professional development</li> <li>Coaching and mentoring</li> </ul>
Not important	III <ul style="list-style-type: none"> <li>Other people's minor issues</li> <li>Unimportant meeting</li> <li>Meaningless reports</li> <li>Needless interruptions</li> <li>Low-priority emails</li> <li>Finance checking Finance</li> </ul>	IV <ul style="list-style-type: none"> <li>Workplace gossip</li> <li>Busywork</li> <li>Aimless internet surfing</li> <li>Social media</li> <li>Time-wasters</li> <li>Irrelevant phone calls</li> </ul>

Covey's 2x2 Matrix.



"Making time for work that matters" toolbox.



"Energy management" toolbox, incl. practical "hacks" for effectiveness



## MAKING IT STICK

How we ensure taking learnings from classroom into practical use.

### Self-assessment on effectiveness



Prior to the training, participants do a self-assessment on how effective they are and how they spend their time (high level).

Before the training

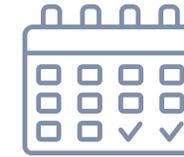
### Hands-on training



At the training we introduce simple and easy to use tools that we work with in a fun and engaging way.

During the training

### Free up 1/2 day.



After the training participants are asked to free up 4 hours a week using the "Making time" approach..

After the training



### ANDERS LIU-LINDBERG

Partner in BPI



Anders is an experienced business partner and global thought leader. He will share lots of practical tips and war stories on how to create impact in real life (and a few on how not to).



### MICHAEL BÜLOW

Partner in BPI



Michael has a background as a consultant and finance leader and has driven the transformation of many finance organization. He will share his key insights and best practice from leading companies.

Talking about these things is easy – doing it is difficult. This training gave me a well-deserved kick in the a\*\* to start taking responsibility spending more time doing what I enjoy at work.

**Sales Controller, Lifestyle company.**



## TRAINERS

Your facilitators



1/2 - 1 day