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Time Management with John Belchamber - Better Business Podcast - Omny.fm

3 minutes

We live in a world where we are constantly available, always connected and incessantly pulled away from the most important tasks in our personal and professional lives. No matter what, we just never seem to have enough time. But is there something we can do about it? This week we delve into the world of Time Management with renowned expert John Belchamber.

Show Notes

We live in a world where we are constantly available, always connected and incessantly pulled away from the most important tasks in our personal and professional lives. No matter what, we just never seem to have enough time to do the things we truly want and need to do.

Research suggests that just 20% of our average workday is spent on important, high value tasks, while the remainder of that time is spent on things considered as little or no value.

Alarminglly, each of us is interrupted — on average — every 8 minutes, creating roughly three hours of wasted time every day.

But is there something we can do about it?

This week we delve into the world of Time Management with renowned expert John Belchamber. John has been training people in the world of time management and personal productivity for more than 20 years, and is currently the Chief Development Officer of the OrgDev Institute, as well as Partner and Enterprise Relationship Manager at PD Training.

We discuss the biggest disruptors to our working day and how to overcome them to effectively manage our time.

The Take-Aways

- Why daily huddle meetings are an effective way to prevent interruptions
- How knowing your own behavioural style and personality is fundamental to managing your time
- Developing a team charter and respecting people's boundaries and working styles
- Setting goals using the DART OPUS principle
- Taking away learned helplessness in staff and not being afraid to eliminate unnecessary tasks

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