

Personal Effectiveness and Time Management

Virtual Interactive Workshops

Foundation Trust

Date 21: Start 09:30 – 16:00 (doors open at 9:20)
(doors open at 9:20, break at 11:00 and 14:30)

Outline

Become better equipped to prioritise your workload and manage time

- Learn to manage energy not your time
- Explore work life balance and **create boundaries** between work and home
- Reserve some **‘thinking time’**
- **Organise** - reduce interruptions by performing high-concentration tasks away from phones and e-mail.
- Respond to voice mails and e-mails at **designated times** during the day.
- Select the most **important challenge for the next day** the night before.
- Then make that challenge your **first priority** when you arrive at work in the morning
- Grant yourself permission to have a **‘not to do list’**

Facilitator - Dr Simon Frazer (Director of Doctors Training)

Simon works as a consultant in Paediatrics, professional educator, senior appraiser for NHS England and is an ILM qualified coach. He led the education services in an acute trust for 8 years as the Director of Education and deputy medical director. He has worked with HEE on several initiatives around regional induction passports and faculty development. He has experience leading the development and implementation of the RCPCH trainee portfolio and representing his college developing a revalidation portfolio with the Academy of Royal Medical Colleges.



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