

NIXEDONIA

Definition: **Nixedonia** - [ni.khe.'dʊ.ni.θ.] - Eng. (noun.)
"the joyful condition of anticipated success."

Определение: **Nixedonia** - [Нихедония] - (сущ.)
"радостное состояние ожидаемого успеха."

TIME MANAGEMENT

Success doesn't come overnight. It takes more than inspiration but also planning, hard work, and, importantly for easily-distracted lawyers: perseverance. If we do not regularly schedule Business Development into our hectic schedules each week, it most likely won't ever happen. You will always be too busy. You will always have other work to do. We can make a thousand justifications to not do something- especially if we don't want to do it nor are certain how to do it. But remember that billable hours are only our income for today: Business Development hours are our income for tomorrow and all the future days then after. And so, otherwise, the years will pass, and like a leaf upon a stream, snuggled safe within our comfort zone, we will drift along wherever the currents of fate might take us. Unfortunately, it may well not take us where we would like to go! Even if we are fortunate and no rapids or waterfalls dash us and sink our dreams, this passivity is a grave mistake. This comfort in inaction is an illusion. One day we might find that we are stuck in some stagnant backwater, and the way ahead seems lost. Our career journey doesn't have to be like this. Not at all. While the rivers ahead won't always be calm, and we'll definitely be drawn back more than once, we must sail onwards. Yet, we can still enjoy the flow, and control our route. As in the N of the Nixedonia logo, the graph of our progress will nevertheless, despite the inevitable setbacks and disappointments, show a positive trend. We must not be afraid to fail. By learning to swim, we are less likely to go under; we are more likely to reach our destination. We will certainly fail. Again and again. And that is OK. We will learn from that, and try harder. We will sail, not drift. We will succeed in our personal growth, in our wealth, and in our freedom. And finally, along this great journey, we will attain Nixedonia and thereafter reach any shore that we desire. Anywhere...

Almaty
Athens
Bangkok
Barcelona
Belgrade

Bratislava
Bucharest
Budapest
Cairo
Chisinau

Copenhagen
Dublin
Edinburgh
Frankfurt
Geneva

Helsinki
Hanoi
Istanbul
Kiev
Kuala Lumpur

Lisbon
Ljubljana
Lusaka
Madrid
Milan

Minsk
Moscow
Podgorica
Prague
Reykjavik

Riga
Sarajevo
Seoul
Singapore
Skopje

Sofia
St. Petersburg
Tallinn
Tel Aviv
Tirana

Valetta
Vienna
Vilnius
Warsaw
Zagreb



ELEMENTARY BUSINESS SKILLS SESSIONS

Time Management

A useful course on maximizing ones time. Several different approaches are presented and then used in exercises together. This course should gain the attendees no less than a couple of new hours per week on their schedules.

Do you find yourself overwhelmed by the number and complexity of projects that need to be completed at work each day? As the day flies by, do you often feel as if you haven't paid enough attention to each task because other tasks keep landing on your desk, co-workers interrupt you with questions or you can't get it all organized?

You probably know that managing your time effectively will help you get more done each day. But it has important health benefits, too. By managing your time more wisely, you can minimize stress and improve your quality of life.

But how do you get back on track when organizational skills don't come naturally? To get started, choose one of the strategies, try it for two to four weeks and see if it helps. If it does, consider adding another one. If not, try a different one.



COURSE DETAILS	
Course title:	Time Management
Duration:	2, 4, or 8 Hours
Course type - international or regional:	Regional
Delivery method - classroom, eLearning, blended etc:	Classroom
DELEGATE PROFILE	
Target audience	Fee earners and support staff
Career level:	Support professionals - any level
Attendance by nomination/ request/ other - compulsory?:	Nomination or request
CPD points	tbc
Suggested Group Size	8-16 people
SESSION INFORMATION	
IT requirements	Projector or TV screen for computer would be useful
LEARNING OBJECTIVES/OUTCOMES - what will delegates learn/be able to do as a result of attending the course?	
<ul style="list-style-type: none"> ■ Recognize the importance of managing time effectively ■ Understand ways in which we all waste time ■ Follow tips for effective time management ■ Understand and use the Time Management Matrix ■ Understand and use the ABC and First Things First time management approaches ■ Use SMART tasks when delegating in order to free up more time ■ Understand and use "Backcasting" ■ Know what "monkeys" are, in terms of time management, and how to avoid them 	