Chronos

What is Chronos?

Managing your Priorities and Personal Efficiency.

- Master the elements of success in time management
- · Manage your relationships with others to make time an ally
- Gain in Personal Efficiency

Issue:

Faced with accelerating change and new and stronger constraints, time management has benefited from an influx of new tools – traditional or electronic. But with what results?

Time management is indeed not only about tools; it implies a state of mind, practices and behaviors. It needs, therefore, a deep transformation in the way people plan and handle relationships with others, events... and oneself.

The seminar Chronos[®] offers (helps) you to "revisit" your time and priorities management **in depth** for a more productive and serene professional life.

Objectives - In this two-day course, participant will:

- Gain knowledge of a method and techniques to efficiently manage priorities.
- Manage relationships to turn others into allies in time management.
- Discover and optimize one's own style of time management and priorities.
- Anticipate events and know how to efficiently deal with emergencies and changes.

Chronos Benefits:

Chronos[®] will be beneficial to you if you are trying to:

- Better handle your stress and face the growing pressure of the market.
- Improve individual and collective productivity.
- Learn principles and techniques that will help you better handle your activities.
- Develop your delegation practices.

Program

The Laws of Time

- > Discover the Laws of Time and the way they affect us.
- > Identify the key actions and behaviors to internalize these laws towards a more efficient management of time and priorities.

• Key Prioritization Techniques

- > The « small rocks and big rocks » principle.
- > The key matrix: Important-Urgent. Why and how to develop the Important-Non Urgent frame.
- > The theory of cycles: Efficiently manage your stress and develop your personal efficiency by prioritizing the right tasks.
- > The GTD (Getting Things Done) method: Know how to make lists, classify and handle tasks immediately.
- > Put a stop to procrastination.

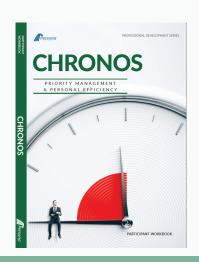


Being Successful by Organizing

- > Good practices in managing an inbox.
- > Handling phone calls.
- > Is your workspace (physical and digital) organized efficiently?
- > Mastering communication tools.
- > How to change for the long run: motivation and personal discipline.
- Clarifying the Goals
 - > A flow of missions and priorities: Am I in harmony with the goals and priorities of my organization?
 - > Set goals and objectives.
 - > Learn how to identify priorities.
- The Chronostyle: Know Yourself Better to Manage Yourself Better.
 - > Identify your chronostyle.
 - > The four chronostyles.
 - > How to rely on your strengths and place safeguards against personal tendencies harmful to your time management.

Turn Others Into Allies

- > Partners in your time management: What time allocation?
- > Degrees of freedom in the manager/subordinates relationship: How not to be responsible for « monkeys ».
- > When and how to delegate.
- > Identify and cater to the real needs of your internal customers.
- > Know how to say « no » and how to negotiate a deadline with assertiveness.
- Completion Of The Individual Action Plan





"This training is easily accessible to anyone, whatever their level. It is a training that will be useful to everyone, whether they are managers or not. And it is not only theory but also practical applications to what is learned. You leave the seminar with concrete tools. Those tools can be implemented as soon as you go back to work. I will undoubtedly recommend this training inside my own company."

This two day seminar is built on practical exercises to help you learn techniques and provide you with pragmatic tools. Fast progress and successful implementation are guaranteed!

The participants leave the seminar with concrete tools and materials for an immediate implementation of what they have learned, including:

- Training manual
- Pocket flash-card
- Action Plan



Concept

- Our method stems from the most recent research David Allen's GTD (Getting Things Done) method, Brain Tracy's - "Eat that Frog," Stephen Covey's best sellers and the latest research on our brain functioning (neurosciences) nurtured the development of this training. Thereby, Chronos brings you several methods of priority management adapted to each situation.
- With Chronos, discover how to best use the up-to-date tools at your disposal.
- With Chronos, discover how best to use the modern tools ٠ at your disposal.

Chronos delivers to you principles on which you can rely to know when to handle your communications synchronously or asynchronously, and it gives you tips to best take advantage of your communication tools (e.g., email management, electronic scheduler, task management, conference calls, live meetings, etc.).

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Our methods and plans of action are adapted to each kind of time management.

After identifying your time management type (« chronotype »), Chronos will help you optimize your assets as well as establish safeguards against your personal flaws.

Identify when others are allies when it comes to time management or when they are time-wasters.

Some of the concrete questions to which Chronos will strive to help you find the answers to include learning when to say « no », how to delegate and empower efficiently, and how to grow your own autonomy from your manager. And not only in theory, but in practical and real situations!

An individual report ٠

A month before the seminar, questionnaires are filled in by the participant and people from his professional environment. These questionnaires are analyzed electronically and the results are provided to each participant during the seminar. Those results give the participant a better sense of how he or she handles their time and their priorities, and it will help him or her find concrete paths to improvement.

ABOUT THE AUTHORS



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Chronos[©] was developed by Open'Act, a Paris (France)-based management consulting firm headed by Mr. Jean-Benoit **Parat and Mr. François Pham** – two industry experts who have conducted extensive research in management behavior across various industries during the past 20 years. As the European office of *Persona* GLOBAL[®], Open'Act partners with **Persona** GLOBAL[®] in delivering the entire suite of **Persona** GLOBAL® programs and offers training to consultants of **Persona** GLOBAL[®] products across Europe.



For more information about **Persona** GLOBAL®, Inc.'s metrics and methodologies, please contact info@personaglobal.com or visit www.personaglobal.com



ABOUT Persona GLOBAL®

Persona GLOBAL® is a worldwide provider of assessment tools and methodologies for corporations facing challenges in change leadership, communication, organizational alignment, sales, customer service and management. Persona GLOBAL®, Inc.'s metrics and methodologies are currently available in 72+ countries; its programs have been translated in up to 38 languages. More than 1.700 certified Persona GLOBAL® practitioners around the world serve their clients as strategic business partners.

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