

TIME BUDGETING

An OPD-Theory™ Executive one-day workshop guiding clarity in Executive thinking enabling better ideas that when applied build improved results for stakeholders and greater work life experience for people.

Equip senior executives to understand and apply the ideas that deliver greatest chance of greatest strategic success.



For maximum senior leadership development, recommend maximum a workshop every five month, beginning with the workshop most applicable. Broadly in sequence: Team Leadership, Mind of the CEO, Time Budgeting, Modern HR, Rollout, Human Capital, Organizational Development.

The fundamental science

By our human nature we always have the choice of ideas we adopt¹. There are many reasons why a person may select some ideas and not others. Ideas may be familiar, popular, require less effort, promoted by a person that is liked, best suits religious opinion, better suits prior psychological opinion, etc.

Science² is the social process of identifying the best ideas that offer the greatest opportunity to achieve the greatest result, according to tight ethical rules on theory, publication, and empirical research³. We refer to this process as choosing ideas based on REASON.

Human nature is the capacity to create ideas and apply them to manage the situation in which the person finds themselves⁴. The more the ideas describe and offer insight into the way the situation works⁵ the more effective our management of that situation⁶.

We structure our mind, therefore we determine what we ‘see’ and what we do based on the ideas we choose to allow shape our very existence. We act according to

1 Little, Graham Richard, The Psychology of Freedom (September 1, 2016). Available at SSRN: <http://ssrn.com/abstract=2833671>

2 Little, Graham Richard, Redefining Science as the Social Extension of Human Nature: A New Intellectual Position Derived from the Proposition that We Can Only Interact with Perceptual Fields (November 27, 2016). Available at SSRN: <https://ssrn.com/abstract=2876338>

3 Masters of Business Thesis from Unitec: Sabarwal, Parwinder Kaur, <http://unitec.researchbank.ac.nz/handle/10652/2673>

4 Little, Graham Richard, The Origin of Consciousness (July 26, 2016). Institute of Theoretical and Applied Social Science, New Zealand, Sixth edition, March 2016. Available at SSRN: <http://ssrn.com/abstract=2814742>

5 Little, Graham Richard, Through the Glass Darkly (July 19, 2016). Available at SSRN: <http://ssrn.com/abstract=2811861>

⁶ The ideas we use to manage any situation is called our game plan. Improved game plans effectively applied the greater our success.



what we ‘see’, therefore the ideas we allow as the structure of our mind determines what we do in life. And that includes our work life.

This workshop enables global leading insight into ideas that if applied will enable improved results and improved work life fulfilment for people.

OPD-theory™⁷ workshops

The OPD-theory™ competitive advantage is *better science* → *better technology* → *when applied produces better results*. Hence all workshops are grounded on the science of people, and the ideas and understanding resulting from that on how to best design and operate organization that enable the best result for all. All courses suited to organizations from two people to 2 or more million. Size much less important than learning how to align minds to a common end (the strategy).

The Time Budgeting⁸ one-day workshop

Why bother?

Assume sales of \$1000, cost of \$920. Profits 8%. Assume sales improved 3%, and costs reduced 3%. What is the increase in profits?

Sales	\$1000	+3%	\$1030.0	
Costs	\$920	-3%	\$921.85	Accounting for cost of extra sales. $[0.92 - (0.92*0.3)] * 1030 = 921.85$
EBIT	\$80		\$108.15	A 35% increase in profits. People working smarter not harder.

Reflective questions⁹

- If the middle of the day, and half the work not done, pick up the pace!
- Distribute the time available across the priorities.
- Focus. Give yourself ‘time-out’ release of focus at natural breaks.
- Keep mind ‘set’. Self-discipline. Get it done.

⁷ The TM is not registered, but indicates the organization understanding derived from the general theory of psychology, refer footnote 4.

⁸ Little, Graham Richard, Time Budgeting: Building Personal Purpose and Motivation (December 29, 2016). ISBN 978-1-877341-37-3, 2011. Available at SSRN: <https://ssrn.com/abstract=2891384>

⁹ Little, Graham Richard, People are the Greatest Organization Asset, But If and Only If... (April 11, 2017). Available at SSRN: <https://ssrn.com/abstract=2951430>



- Deflect distractions. Learn mindful focus, learn to deflect mental distractions.
- Learn to lead self with positive affirmations when tasks done.
- Manage personal actions at work to provide the leadership role model expected for all team members.

Summary of Time Budgeting workshop

Delegates: Senior executives responsible for enterprise success.

Pre-requisites: In or about to occupy a senior executive position in an executive team responsible for enterprise success.

Duration: 4x1.5 hours sessions. Best conducted as a single day, 8-hour workshop.

Pre-reading: None.

Materials: Hard backed, print reference copy of the book Time Budgeting. Distributed prior as PDF. Agenda. Notepad.

Breaks: Lunch, am and pm teas provided.

Aim: Equip senior executives to understand and apply the ideas that deliver greatest chance of greatest strategic success.

Facilitation philosophy: *“I cannot teach anybody anything. I can only make them think”*. **Socrates.** Small teams, each group to agree its position on each question. 40 minutes to draft the answers for discussion. Then a 50-minute plenary discussion on the questions. There are 8-12 questions in each session. It is busy, intense, focused. Delegates will come away tired. But energised, equipped, determined.

Workshop agenda

Session 1: Establishing the structure of the role.

Session 2: Setting the daily schedule.

Session 3: Building the performance attitude.

Session 4: Doing it.

Key issues in applying the ideas. Dealing with resistance, managing the changes. Building the performance culture. Team development. Talent management. Projecting the level of results.

Better science → enables better technology → producing better results

Discuss fees with the local distributor.

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V 1.2 2017