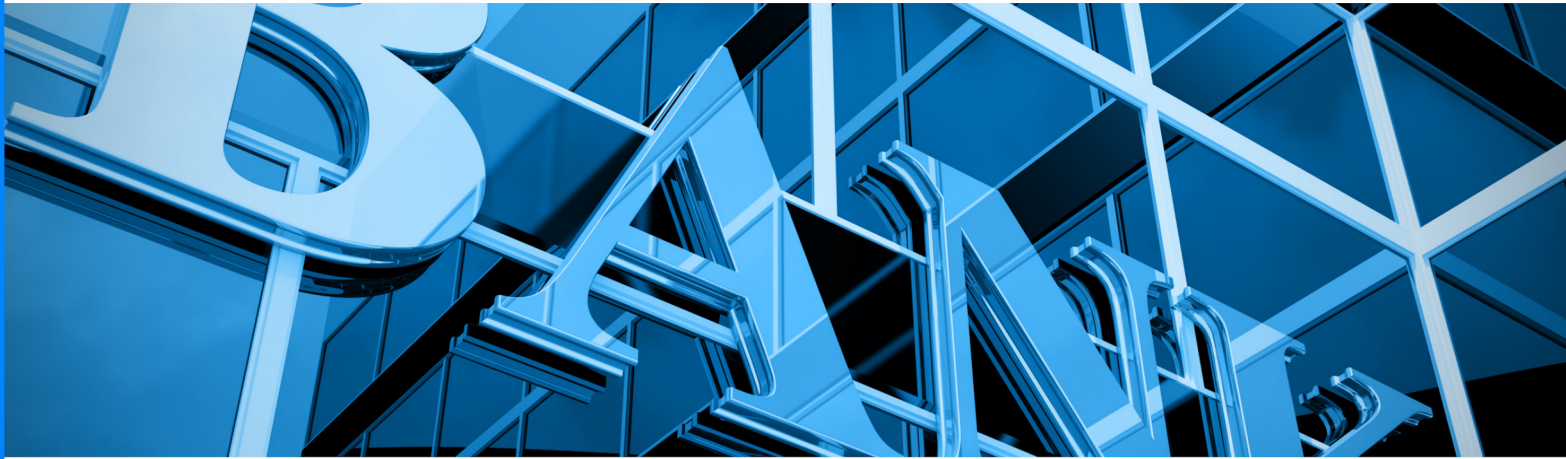


## CASE STUDY 2

# BGK BANK GOSPODARSTWA KRJOWEGO

\* A STATE-OWNED BANK IN POLAND, OPERATING UNDER A DEDICATED BILL OF LAW. ITS MAIN TASKS ARE: SUPPORT AND SERVICING OF EXPORT TRANSACTIONS, ISSUING GOVERNMENTAL GUARANTEES, AND SUPPORT OF HOUSING



### 1. Aim

The aim of the workshop was to increase efficiency on a personal level and to develop effective tools for dealing with multitasking.

The time of remote work has made certain habits enter our lives.

The participants of the workshop needed methods that would help to face the situations of working after hours and the lack of balance between private and professional. They wanted to implement new tools that would bring a breath of fresh air into to their everyday life to find time for space that would allow them to gain new motivation.

### 2. Actions undertaken as part of the program:

The workshop was a great opportunity to learn techniques that increase efficiency and effective time management during the implementation of individual tasks. Participants had the opportunity to acquire effective planning skills and learn the methods necessary to set priorities. An important point of the training was the strategic game - Employee's Day.

The individual stages of the game reflected specific tasks and mechanisms that people follow when completing tasks.

Thanks to David Allen's GTD method, training participants could find a way to multitask.

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They learned mobile ways to apply this concept thanks to applications using the GTD method. The topic of time wasters made the participants aware that not only external factors are responsible for this mechanism.

Discussing individual cases, the participants found out how much influence their personality and character traits, such as perfectionism or excessive optimism, have on the distribution of this precious resource, which is time.

The moment the participants found out that all those “time wasters” that they complain about are in the area of their influence was a valuable experience for many participants.

### 3. Advantages for the organisation:

The workshop was a great opportunity to learn how to work effectively in difficult remote working conditions. Participants found out that by increasing efficiency and performing the entrusted tasks using the known methods, it leads to having more space and time for private, home and non-professional matters. Participants could test new tools. Thanks to this approach, they gained proficiency in task management, which they could use by applying the methods they learned at their workplace.

The creative new solution was innovative and helped to better manage time and tasks in the company

