

Time Management

Learning Objectives

This 1 day course will show that time is the most valuable irreplaceable resource we have. If we use our time wisely the effect will be to improve our overall 'value-added' contribution to an Organisation. No matter what your job description, you can make a real difference to the Organisation by effective use of Time Management

The course will show you how to deal effectively with the every day pressures on your time, plan ahead, to be able to defend your time, and most importantly of all provide the necessary evidence to support claims for extra staff and/or resources. If you manage time, critical things such as projects, then this day will aid you enormously.

Pre-Requisites

This course has been designed for anyone and everyone who is currently struggling to achieve all the things they should do each and every day.

Topics:

Why Manage Time?

- ✚ What is Time?
- ✚ Why bother to manage Time?
- ✚ Managing Time means adding value

The 4 Principals of Time Management

- ✚ Time can be managed
- ✚ Parkinson's law
- ✚ Your effectiveness
- ✚ Work smarter not harder

13 Common Time Management Issues

- ✚ Too much to read
- ✚ Inadequate information
- ✚ Too many crisis
- ✚ Poor delegation
- ✚ Too many phone calls
- ✚ Too many face-to-face interruptions
- ✚ Meetings
- ✚ Over ambition
- ✚ Procrastination
- ✚ Poor organisation
- ✚ Unclear objectives
- ✚ Personal disorganisation
- ✚ Socialising

Breaking the Delegation Barrier

- ✚ What is delegation
- ✚ Why delegate
- ✚ Why is it so hard to delegate
- ✚ The systematic approach to delegation
- ✚ What should you delegate
- ✚ What should you not delegate

Stress and Time Management

- ✚ What is stress
- ✚ Why bother with stress
- ✚ The causes of stress
- ✚ Organisational factors
- ✚ Personal factors
- ✚ Effects of stress

Methodology

This course requires a high degree of input from the delegates. No two people's issues are the same. Discussion sessions are used to involve all the delegates. Every one is encouraged to have an "Action Points List" to take away and work on.