Time Management

Duration

1 day

Suitable For

All employees responsible for managing a busy workload. The workshop aims to help delegates focus on what is important, and enable them to go home at the end of the day feeling that they have achieved something and maintained control, rather than the day has controlled them.

Objectives

By the end of the course delegates will be able to:

- Highlight their specific time management issues
- Understand how they see time and therefore how they manage it.
- Describe the six rules of time management.
- Differentiate between urgent and important and prioritise effectively.
- Manage interruptions.

.

Course content

How do I see time?

- Highlight time management issues
- Time management preferences
- Time management questionnaire

Tools & techniques

- 6 rules of time management
- Personal contract

Prioritising

- Urgent vs important
- Prioritising grid
- Planning vs reacting
- Prioritising interruptions

Managing others who demand our time

- Managing interruptions
- Effective communication
- Adding value to all we do
- Supporting each other

Personal Leadership

- Self motivation

Planning how and when to apply new tools/skills

- Action planning

Course Evaluation and Next Steps