

Time Management

Time is money! The phrase that 'there is not enough' time is one that we frequently hear and sometimes the reality is that time is often not being utilised to the best advantage, or planned and controlled as well as it could. Managing time means getting more control over how we spend it and there are some straightforward techniques that can be applied. By the end of this course, learners will have a greater awareness of their own strengths and weaknesses and how this impacts on their Time Management and overall effectiveness. Using Time Management tools and strategies delegates will explore methods for not allowing time pressures to build up from the interruptions, questions or demands of others. Time Management is often about conditioning our environment rather than allowing our environment to condition us.

Who Will Benefit?

Any individual who is currently experiencing difficulty coping with workloads or issues around time management.

Course Content

Introduction

- Recognise your time style?
- Time Management Questionnaire to analyse strengths and weaknesses

Time Management

- Prioritise tasks more effectively
- Importance/Urgency Grid
- Create Schedules to better utilise time
- Scheduling proactive, reactive and maintenance tasks

Time Thieves

- Identify the time wasters and their impact on time management
- Overcoming procrastination
- The Art of Saying No and establishing strong boundaries

Delegation and Setting Objectives

- Letting Go – delegation for perfectionists
- SMART Targets
- Setting Objectives, goals and aims

Tools and Strategies

(These will vary based on the issues that people bring on the day)

- Creating a Time Management System that suits your personal style
- Knowing your prime time
- Mind Maps – organising with your brain

Completion

- Action Plan