

Time Management

1-day workshop

‘Finding the Time You Never Thought You Had’

Scenario

Time is a valuable resource and we never have enough of it - or do we? Effective time management skills are fundamental to the success of you and your business.

Effective time management needs to be understood by staff, team leaders, supervisors and managers alike. It is not just the individual who needs to work well with time, but leaders need to have an understanding of their staff’s time needs and management of it with them.

Audience and Benefits

Those who feel there just aren’t enough hours in the day. Managers, team leaders and professionals who want to take control of their workload in order to increase efficiency and achieve results.

Objectives

By the end of this workshop you will be better able to:

- Set realistic and achievable goals
- Manage priorities under pressure
- Structure work in a systematic way to meet deadlines
- Influence others who impact upon your time
- Utilise tools and techniques to handle disruptions

Content

Managing Your Own Time

- Looking at how you use your time
- Analysing your goals and planning to achieve them
- Working out your priorities and allocating tasks
- Identifying your patterns of behaviour
- Knowing how to plan effectively
- Managing stress in a positive way

Influencing Others Who Impact Upon Your Time

- Examining motivation
- Delegating effectively
- Communicating clearly
- Networking for support
- Making goals achievable
- Managing your manager

Tools and Techniques

- Setting out your work area to achieve results
- Maintaining a system that works for you
- Keeping a time log to analyse work patterns
- Mastering your ‘to do’ list to achieve results
- Dealing with interruptions in a constructive manner
- Managing your phone
- Effective prioritisation skills

Key Exercises & Theory

- Pre-workshop Activity Log
- Pareto 80:20 Rule
- Stephen Covey’s Four Quadrant Matrix
- Delegation Dilemma

Activities

Combining tutor-lead input, individual and group exercises, you will examine your current habits and attitudes towards the effective use of time, identify priorities and be able to better plan accordingly. Action planning for future success and integrating principles into practical application.

