

Complete Time Management – 2 days

Introduction:

We would all benefit from being more in control of our work and our lives. The key is realising that it's not time itself that we can manage but ourselves and our priorities and processes that we need to get under control.

Whether you are struggling to feel in control of your time and your workload or are looking to improve the plans you have in place this course will help you learn, evaluate, and implement concepts, tools and techniques to ensure you are in control and achieving your goals.

Over the two days you will have the opportunity to explore how you use your time currently, investigate and apply what you've learned to produce a plan to use immediately you return to work. There will be plenty of time to consider what techniques will work for you and to also share ideas with other participants as well as learning from your experienced trainer.

Content:

Prior to the session you will complete a time log for a typical week and will come to the session armed with details of your job role and objectives:

Day 1

The focus of day one is your current hurdles and how to overcome them

- The paradox – we cannot manage time so what do we need to manage?
- Compare a typical week with an ideal week
- Your values and their impact on your time
- Why is it that we “lose” time, what are our time vampires and how can we deal with them?
- Prioritising and techniques (including the Eisenhower matrix)
- The 4 D's and how to delegate
- Procrastination and other self-defeating behaviour

Day 2

The focus of day two is how to plan and prioritise your work to achieve your goals and objectives and how to deal with the people who have an impact on your work

- Discussing your workload and priorities with your manager
- Saying no (or not yet...)
- Hints and tips for planning and getting more out of your day
- Setting goals and objectives, and a plan to achieve them
- Keeping track of your tasks and your progress
- Taking time to reflect, recharge and refocus
- Producing your action plan