



## Manage Time & Maximise Results– 1/2 Day

### Introduction

Have you ever felt overwhelmed by how much you had to do? Or felt you were allocating too much time to tasks that are nowhere near the top of your list? Do you often run late? Do you lack control over your workload? Do you have times when you feel you've been busy all day but just not accomplished anything? If you answered yes to these questions then this course is for you!

Now more than ever it seems that there are massive pressures on our time. There are so many ways to keep in contact and be contactable that it can often feel that there's more to achieve than the time available.

Learning to manage your time will increase your productivity and reduce your stress levels. You will be able to relax, safe in the knowledge that you are focused on your most important tasks. This is especially useful at work where there is always pressure to achieve more in less time.

### Overview

This course will show you how to use your time most effectively. You will return to work with a personalised Action Plan for how you can make lasting improvements to how you manage your time.

Being able to effectively manage our time and priorities can increase productivity and job satisfaction as well as reducing stress.

Our expert trainers can show you how to make sure that you are focusing your time and energy on your most important tasks. They will also show you how to spot and avoid 'time vampires' that consume your time.

### Prerequisites

There are no prerequisites for this course as it is aimed at individuals who would like to manage their time more effectively primarily at work, but the techniques learnt will also be beneficial in all aspects of delegates' lives.

### Objectives

By the end of this Workshop you will be able to:

- Understand clearly how you have been spending your time and how you could improve that.
- The difference between Urgent and Important, and the impact that has on reaching your goals.
- How to avoid and manage distractions to maximise your focus and productivity.
- How to plan your time while remaining flexible for the changes that life inevitably throws up.
- Diary management and delegation to ensure your time is being used most effectively.

### How You Currently Spend Your Time

- Understanding what's important to you
- how your personal values impact your time
- Time Stealers
- Procrastination

### Planning Your Time Whilst Remaining Flexible

- Prioritising - Urgent vs important using the Eisenhower Matrix
- Planning tools and tips including the four D's of time management
- avoiding or managing distractions
- Dealing with time vampires
- Keeping deadlines and promises
- Being able to say NO assertively
- Coping with the unexpected
- Learn how to harness your energy

### The Art of Delegation

- The benefits of Delegation
- What to delegate
- when to delegate
- How to and to whom

### The Importance of Personal Goals

- One month goal plan
- My one year goal plan
- More ways I can make extra time