

Time & Priority Management

Overview

Course duration: 2 days.

This course brings time to life through practical exercises, tools and techniques which show just where time is lost, its impact on you and others – then shows you how effective prioritisation and management of time can make a difference to your work/life balance.

This highly practical workshop focuses on improved management of time and priorities. It shows how and where your time is lost. You will be given proved tools, tips and techniques which challenge your approach to your workload and help you regain control.

Is it right for me?

If you are a team leader, supervisor or professional who wants to 'step up' your productivity through better use of your time.

What will I learn?

- Value time as a resource for yourself, your team and your business
- Focus on your objectives and key areas of responsibilities
- Establish and overcome the causes of poor time management
- Identify and deal with time stealers
- Prioritise your tasks and the unexpected
- Plan ahead and minimise the demands and pressures of your job
- Delegate tasks successfully to free up some of your time
- Increase personal and team productivity to achieve a greater work/life balance.

Pre-course Activity

Completing a time log for a minimum period of two days is a requirement of the workshop. This will help you to establish how you currently spend your time whilst identifying opportunities for you to put into practice the tools, tips and techniques in your role.

What will it cover?

Managing yourself

- What are you there to achieve?
- Linking objectives to key result areas
- What are your responsibilities and priorities?
- Goal setting for yourself
- Long term goals and how they can help your planning
- Defining your personal timestealers

Planning and prioritising

- How to prioritise your workload

- How to use priority ratings
- Using planning tools to optimum effect
- Time management practical application exercise
- Controlling your email
- Scheduling tools in Outlook
- How to use the key criteria for prioritising
- Proactive planning

Managing others and meetings

- Managing expectations of your workload to others
- Saying 'no' assertively
- Ways to say no without saying no
- Practical application of saying no and managing expectations
- Getting cooperation from other departments
- Making meetings time effective

Delegation

- What is delegation?
- How to delegate successfully
- Creating the team dynamic through effective delegation
- Practical application of delegation techniques
- Developing staff

Action planning

- Health checks
- Staying in control of workload
- The future

Testimonial

**Melanie Butel, Treasury Accountant
Zenith Insurance**

Everything on this course has helped me deal with prioritising and planning my workload better. I was able to apply new ideas on delegation and task planning as soon as I returned to the office.