

# **Time Management**

With the accelerating change of the twenty-first century, time management skills are at the top of the personal development tool kit. This course is designed to relate effective time management to the achievement of business objectives, key tasks and jobs. Consideration is given to time management issues, personal effectiveness and self-assessment. Delegates will be introduced to the concept of urgent versus important and taught how to deal with interruptions

## **Who should attend?**

Anyone who needs an introduction to the basic principles and practices of effective time management. People not responsible for others may find getting organised more appropriate.

## **Course Objectives**

This one-day course is designed to give participants the tools, techniques and motivation to take greater control and responsibility for how they use their time. At the end of the course participants will be able to:

- Set up their own time management system
- Understand how to prioritise tasks
- Know how to set clear goals
- Discern the difference between efficiency and effectiveness
- Measure where and on what time is spent
- Delegate more easily and effectively
- Manage interruptions and handle disruptions

## **Course Overview**

**Personal:** Creating your personal time management system. Identifying the Time Bandits which steal your time and strategies to beat them. The best way to plan and stay planned. How to motivate yourself to use your time creatively and productively. Breaking out of your comfort zone and overcoming natural and unnatural obstacles. Self assessment and overcoming the addition to urgency.

**Practical:** To do or not to do – how to use a priority matrix. How to calculate controllable and uncontrollable time. Clearly identifying those things you do and do not control. How to turn values into goals and objectives into tasks – every day! How to make your goals SMART. How to take the stress out of deadlines. Strategies for solving any time management problems.

**Interpersonal:** How to respond to changing priorities and other demands within the organisation. How to organise and conduct an efficient and effective meeting. The first principles of assertiveness. The art and science of delegation

## **Course Information**

**Duration:** 1 Day

**Code:** TM