

Time Management

Learning how to make the most of your time.

- ④ You can only work so many extra hours in order to get things done. This approach is actually self-defeating because the longer you work the more inefficient you become.
- ④ The solution, however, is to change the way that you fill your time, by choosing what you do, when you do it and how you do it.
- ④ The practical, interactive and supportive learning environment created by this course will allow you to review the way you currently work and consider some options to overcome your time management issues.

What are the objectives of this course?

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

- ④ Identify your time management issues.
- ④ Identify some practical solutions to resolve these issues.
- ④ Create plans to achieve long and short term objectives.

Who should attend this course?

- ④ Anyone who finds managing their time an increasing problem at work or who is seeking to increase their effectiveness through changing old patterns of behaviour.

Course Pre-requisites?

- ④ None

Other courses?

- ④ Try, Stress Management: 1-day or 2-day courses, Coaching Skills or choose from various Smart Session Workshops.

Time Management

Session 1 INTRODUCTION

The objective of this session is to help delegates feel comfortable and to define what they want from the programme.

- Introductions
- Programme overview
- Individual objectives and expectations
- Introducing Action Plans.

Session 2 TIME MANAGEMENT BARRIERS AND BENEFITS

This session introduces the concept of managing time to the delegates and what it means to them.

Through a combination of tutor input, group discussions and exercises, delegates address:

- Barriers to effective time management
- Personal time wasters
- The benefits of actively managing time.

Session 3 SETTINGS GOALS AND PLANNING

This session provides delegates with an opportunity to reflect on how forward-thinking they are. The group is presented with two approaches to planning, and tasked to identify a long-term goal before exploring what they have to do to make it a reality.

During the session delegates examine:

- The difference between being efficient and being effective
- Their approach to planning
- Mind Mapping
- Work Breakdown Structures

Time Management

Session 4 PRIORITISING AND SCHEDULING

This session provides the delegates with an opportunity to reflect on how proactive or reactive they are. Using the 'daily logs' completed before the course, delegates review their day to see how effective they have been.

Delegates are introduced to a simple scheduling approach based on work done in the previous session.

During the session delegates examine:

- ⓐ The difference between Urgent and Important
- ⓑ Prioritising work
- ⓒ Scheduling work
- ⓓ 'To do' lists

Session 5 BEING ASSERTIVE

This session addresses how sometimes it is other people that steal your time. Being assertive isn't easy, so this session introduces a simple assertion model and discusses how remaining assertive can help keep control.

During the session delegates examine:

- ⓐ Aggression
- ⓑ Assertion
- ⓒ Submission

Session 6 HINTS AND TIPS

This session provides some specific help on some troublesome areas such as:

- ⓐ Meetings
- ⓑ E-mail and phone calls
- ⓒ Paperwork

Session 7 PLANNING AND REVIEW

This final session enables delegates to review the day and complete their action plans to help them transfer what they have learned back to their workplace situations.