

# Time Management

## One Day Course

We all have a never-ending list of tasks to do and only a limited number of hours in the day. Everyone would like to complete as many tasks as possible and the most important factor in achieving this goal is time management. This workshop focuses on how to efficiently manage your time and how to be more effective with the time you have. The skills learned in this course are applicable to both working and everyday life.

### Learning Method

This course uses a combination of instructor-led presentation and hands-on practical exercises. Participants will have the opportunity to apply what they have learned in the classroom throughout the course.

### Who will benefit from this course?

This course is suitable for anyone who would like to be more organised and productive with their time.

### Pre-requisites

None

### Learning Outcomes

- Plan and prioritise daily activities efficiently and in a productive manner
- Triumph over procrastination
- Effectively deal with crises
- Organise your workspace and workflow
- Efficiently delegate
- Ritualise your workload
- Plan effective meetings

### Related Courses

- Personal Productivity
- Project Management Fundamentals

### Our Approach

At Navitas Workforce Solutions (NWS), we have designed our courses to be challenging, exciting, relevant and interactive - a powerful combination of key motivators. Our trainers use creative activities to generate and maintain participation, helping to break down the learning barriers that many adults face. Our clients have found that our training programs offer an immediate benefit to participants through the delivery of practical skills and in the long term will expand their abilities and careers.

- Proven and effective high-impact, face to face interaction between our trainers and clients
- Friendly and relaxed atmosphere which is conducive to learning



# Modules - Time Management

## Getting started

- Workshop objectives

## SMART goals

- The Three P's
- Create SMART goals
- Prioritising your goals
- Visualise your goals

## Prioritising your time

- The 80/20 rule
- Prioritising with the urgent-importance matrix
- Being assertive

## Planning

- Using a productivity journal
- The Glass Jar: Rocks, Pebbles, Sand and Water
- Ready, fire, aim!

## Procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

## Managing crisis

- When crisis calls
- Creating a plan
- Executing the plan
- Lessons learned

## The organised workspace

- De-clutter
- Managing workflow
- Dealing with email
- Using calendars

## Delegating

- When to delegate
- Who should I delegate to?
- Providing instructions
- Monitoring the results

## The power of ritual

- What is ritual/routine?
- Example rituals
- Using rituals to maximise time

## Meetings

- Deciding if a meeting is necessary
- Using the PAT approach
- Effective agenda writing
- Staying on track
- Was the meeting worthwhile?

## Meeting alternatives

- Instant messaging and chat rooms
- Teleconferencing
- Email lists and online groups
- Collaboration applications



## Contact

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