

TIME MANAGEMENT (ONE DAY)

Would you like to become less busy and more productive?

Our Time management workshop can help you achieve this along with becoming more organised, less stressed and more motivated. You've all heard the expression 'Time is money'. Well actually, time is more valuable than money because time is a non-renewable resource. Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities.

Course Content

Setting SMART Goals

- The Three P's
- The SMART way
- Prioritizing your goals
- Visualisation

Prioritizing Your Time

- Manage your priorities using the Urgent Important I
- The 80/20 rule
- Being assertive

Planning Wisely

- Creating your Productivity Journal
- Maximising the Power of your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand & Water

Delegating Made Easy

- When to delegate
- To whom should you delegate?
- How should you delegate?
- Keeping control
- The importance of full acceptance

Tackling Procrastination

- Why we procrastinate
- Ways to overcome procrastination
- Eat that frog!

Crisis Management

- When the storm hits
- Creating a plan
- Executing the plan
- Lessons learned

Organising Your Workspace

- De-clutter
- Managing workflow
- Dealing with e-mail
- Using calendars

Setting A Ritual

- What is a ritual?
- Ritualising sleep, meals and exercise
- Example rituals
- Using rituals to maximise time

Meeting Management

- Deciding if a meeting is necessary
- Using the PAT approach
- Building the agenda
- Keeping things on track
- Making sure the meeting was worthwhile