

TIME MANAGEMENT

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 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.

Do you ever feel overwhelmed by the sheer volume of work to be completed? Would you like to become less busy and more productive? Then our Time Management workshop is for you. Let us show you and your organisation how to get the most out of your day with better time management.

Workshop Objectives

- Learn how to plan and prioritise your daily activities productively and efficiently!
- Identify your time management strengths and weaknesses
- Learn how to set and prioritise your goals
- Utilise the Urgent and Important Matrix tool to prioritise tasks
- Learn how to be more assertive and make better use of your time by saying 'no' constructively
- Implement planning tools and techniques to increase productivity and lower stress
- Learn how to break large projects down into manageable tasks
- Utilise time blocking techniques for scheduling in an efficient and effective manner
- Learn valuable strategies for tackling and overcoming procrastination
- Learn how to handle crises effectively and quickly
- Develop strategies to create and execute a plan when dealing with a crisis
- Learn ways to optimise your workspace and workflow to make better use of your time
- Develop techniques to efficiently and effectively manage emails
- Learn how to delegate and how to select the best person for the job
- Learn how to use rituals to maximise your time and make your life run smoother
- Understand when meetings are appropriate and necessary and when they are not!
- Explore alternative options for when meetings are not the best solution
- Apply tools and strategies to ensure your meetings are effective and efficient

Available In-house
*Get your team on the
'same page' and your
business on track
for consistent success
with a tailored
In-house workshop.*