

EFFECTIVE STRATEGIES FOR TIME MANAGEMENT

We often hear the statement, “I ran out of time”, or “I haven’t got around to it”. However time never changes. Nobody can run out of time, but rather possibly mismanage the time they have. This program investigates a range of tools and strategies that assist in managing, delegating and prioritising tasks so that time is recognised as an invaluable resource and thus utilised to its maximum capacity.

Course Outline:

- Each course participant will complete a “Time Management Efficiency Profile” and the results will be investigated throughout the course.
- Each participant will analyse current time management strategies to identify effective habits as well as time wasting habits. This course develops a clear understanding of managing time and the importance of fine tuning this skill for business.
- The energy cycle for each individual is highlighted and understood how to capitalise on the high energy times.
- The Eisenhower Principle of effective time management is introduced. Understanding how to prioritise tasks depending on levels of importance and urgency.
- A Cognitive Behaviour Theory is actioned to assist workplace change. This theory is put into practice - desire, knowledge, visualise, plan, action.
- Execute business strategies and plan for success.
- Tips and hints to better schedule tasks.
- In the one day program the skill and application of delegating is addressed.

- In the one day program e-time management tools are addressed such as online diaries and Microsoft Outlook.

At the end of the course you will be able to:

- Recognise the benefits of developing the habit of effective time management.
- Have a professional attitude towards managing time i.e. the importance of being punctual in business, the importance of completing a request on time.
- Identify the misconceptions of time management.
- The importance of setting goals
 - Hints for goal setting
 - Setting objectives (SMART PRINCIPLE)
 - Setting strategies
 - Setting priorities
- Manage time by learning how to prioritise tasks and manage time for maximum productivity.

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- Apply ROTI values on your units of time and relate it by relating a formula to determine bottom line profit.
- Assess work patterns, people's roles and use time planners.
- Exercise business strategies to maximise personnel and processes.
- **Delegate** for productivity and growth.
- Change the focus- turn external time wasters around so the responsibility comes back to you.
- Develop action plans that turn problems into action.
- Recognise and address common time wasters.
- Handle different types of information.
- Techniques for managing time in meetings.
- Introduce a tool kit for time management.

Course Duration	1day program (highly interactive, delegation, e-time management)
Participant Numbers	6-12 participants
Pre-work required	Pre-work will be sent out prior to training
Post work required	Post work is set to consolidate skills into the workplace habits

Who should attend?

- Anyone who identifies time management as a skill development area. This course can be adapted to meet the needs at all levels of business.

