



Time Management Training



Course Length: 1.0 days

Time Management Training Course includes training in effective time management strategies such as goal setting, task prioritisation and how to overcome procrastination.

We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively. The trainer will customise the training and cover those topics in more detail.

Attend a Time Management Training Course in Australia in a city near you. Training classes are available in Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth. You can also attend the course online. Call 1300 121 400 to learn more.

Time Management Training Course Outline

Foreword:

Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your cherished long-term goals in your life.

By applying the skills taught in the Time Management Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time.

Outcomes:

- Set S.M.A.R.T. goals
- Prioritise effectively
- Understand how to apply the 80:20 rule
- Categorise tasks using the Urgent/Important Matrix
- Manage Email
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency and productivity
- Master when and how to delegate for maximum productivity
- Set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings

Time Management Training Course - Lesson 1

Goal Setting

- The Three P's
- S.M.A.R.T Goals
- Prioritising your goals
- Visualisation

Time Management Training Course - Lesson 3

Planning Wisely

- Creating your Productivity Journal
- Maximising the power of your productivity journal
- The Glass Jar: rocks, pebbles, sand and water
- Chunk, block and tackle
- Ready, Fire, Aim!

Time Management Training Course - Lesson 5

Crisis Management

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

Time Management Training Course - Lesson 7

Delegating Made Easy

- When to delegate

Time Management Training Course - Lesson 2

Prioritising your Time

- the 80/20 rule
- The Urgent versus Important Matrix
- Assertiveness

Time Management Training Course - Lesson 4

Tackling Procrastination

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

Time Management Training Course - Lesson 6

Organising your Workspace

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

Time Management Training Course - Lesson 8

Setting a Ritual

- What is a ritual?



- To whom should you delegate
- How should you delegate
- The importance of full acceptance

Time Management Training Course - Lesson 9
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

- Ritualising sleep, meals, exercise
- Examples of rituals
- Using rituals to maximise time

Time Management Training Course - Lesson 10
Alternatives to Meetings

- Instant Messaging and chat rooms
- Teleconferencing
- E-mail Lists and online groups
- Collaborating applications

Web Links:

View this course online:

<http://pdtraining.com.au/courses/time-management-training>

In-house Training Instant Quote:

<https://bookingsaus.professionaldevelopmenttraining.com/inhouseex1/quoterequestex1a.aspx>

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