Course Outline | Time Management

1 day(s)

Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganisation. Many people find that they flit from one task to another, trying to get everything done, but often falling short.

In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Specific learning objectives include:

- Better organising yourself and your workspace for peak efficiency.
- Understanding the importance of, and the most useful techniques for, setting and achieving goals.
- How to plan and schedule your time efficiently.
- Learning what to delegate and how to delegate well.
- Taking control of things that can derail your workplace productivity.
- Learning how to manage your workload.

Course Outline

What Is Time Management?

- Pre-Assignment Review
- Why Time Management Is Important

Setting Goals

- Goals and Targets
- Setting SMART Goals
- Your Own SMART Goals

Planning Tips and Tricks

- Planning Tools
- Planning a Get-Together
- Case Study
- Case Study Questions

Setting Priorities

- Prioritizing Your Tasks
- Your To-Do List
- Managing Interruptions and Distractions
- Tips for Controlling Disruptions

Making Decisions

- Eight Ingredients for Good Decision Making
- Weighing the Pros and Cons

Delegating

- Assigning Tasks
- Guidelines for Success
- Case Study: What Should Sheila Do?

Scheduling

- Organise Your Time
- Creating a Schedule

Putting an End to Procrastination

Systematix

- Eating the Frog

Creating Order

- Decluttering
- Organising Your Work Area and Your Paperwork
- Guidelines for Keeping a Piece of Paper

Organizing Your Files

- Sorting Based on File Type
- File Categories
- Electronic Files
- The Batching Technique

Managing Your Workload

- Managing Email
- Case Study: Mary Marvelous
- Workload Analysis
- Personal Action Plan