



Time Management Training

Time Management Training Course Information

One Day Course from 9.00 am to 4.30 pm

Target Audience & Purpose

This course will benefit anyone who would like to be more productive with their time.

Overview

All around us, technologies, processes, people, ideas and methods constantly change and evolve, affecting the way we perform daily tasks and live our lives. This workshop will give you the tools to implement changes more smoothly and ensure they are better accepted, and will also help you to manage your reactions to change.

Course Inclusions

- Comprehensive learning materials incl. exercise files
- Post course telephone support
- 'Certificate of Attendance' on completion of course

Learning Outcomes

By the end of this course you will be able to:

- Plan and prioritise each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organise your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

Time Management Training Course Content

Setting Goals

Goal setting is critical to effective time management. It's also an important life skill that many people never learn. It can be used in every area of life, and it's the first step in using your time in the way you want to use it.

Prioritising your time

This is the lynchpin of good time management. In this module we focus on tools and strategies that help you to distinguish between the urgent and the important; to do the things that really matter rather than the things that scream the loudest; to concentrate on being effective, not just efficient.

Planning wisely

To be consistently productive each day, you need a daily plan, not just a to-do list, and you need to commit to using your plan so you stay focused on your priorities.

Tackling procrastination

The ability to overcome procrastination and tackle the important actions that have the biggest positive impact on life is a hallmark of the most successful people. In this module we discuss ways in which you can motivate yourself to get moving on even the toughest of tasks.

Organising your workspace

In order to be productive each day, you must create an appropriate environment. By eliminating clutter, setting up an effective filing system, gathering essential tools and managing workflow, you'll be well on your way to greater productivity and less stress!