

Time & Priority Management

2 Days **TM1**

OVERVIEW

This course brings time to life through practical exercises, tools and techniques which show just where time is lost, its impact on the participants and others – then shows them how effective prioritisation and management of time can make a difference to their work/life balance.

This highly practical workshop focuses on improved management of time and priorities. It shows how and where their time is lost. They will be given proved tools, tips and techniques which challenge their approach to their workload and help them regain control.

DESIGNED FOR

For team leaders, supervisors or professionals who want to 'step up' their productivity through better use of their time.

LEARNING OUTCOMES

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

- Value time as a resource for themselves, their team and their business.
- Focus on their objectives and key areas of responsibilities.
- Establish and overcome the causes of poor time management.
- Identify and deal with time stealers.
- Prioritise their tasks and the unexpected.
- Plan ahead and minimise the demands and pressures of their job.
- Delegate tasks successfully to free up some of their time.
- Increase personal and team productivity to achieve a greater work/life balance.

TOPICS COVERED

Managing Yourself

- What are you there to achieve?
- Linking objectives to key result areas
- What are your responsibilities and priorities?
- Goal setting for yourself
- Long term goals and how they can help your planning
- Defining your personal timestealers

Planning and Prioritising

- How to prioritise your workload
- How to use priority ratings
- Using planning tools to optimum effect
- Time management practical application exercise
- Controlling your email
- Scheduling tools in Outlook
- How to use the key criteria for prioritising
- Proactive planning

Managing others and meetings

- Managing expectations of your workload to others
- Saying 'no' assertively
- Ways to say no without saying no
- Practical application of saying no and managing expectations
- Getting cooperation from other departments
- Making meetings time effective

Delegation

- What is delegation?
- How to delegate successfully
- Creating the team dynamic through effective delegation
- Practical application of delegation techniques
- Developing staff

Action Planning

- Health checks
- Staying in control of workload
- The future

EXTRA NOTES

Further Development:

Developing your Personal Impact & Building Productive Relationships (DPI)

An equivalent course is available in Arabic, French, German, Spanish, and Portuguese. Please call us for details.