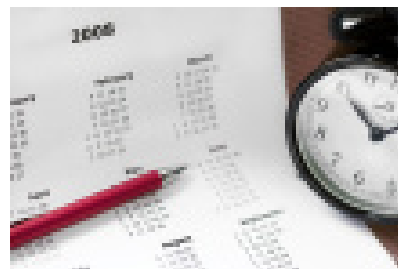




Getting your life back! Effective Time Management Course Outline



Course Overview:

This **1 day** course will show that time is the most valuable irreplaceable resource we have. If we use our Time wisely the effect will be to improve our overall 'value-added' contribution to an Organisation. No matter what your job description, you can make a real difference to the Organisation by effective use of time management. The course will show you how to deal effectively with the every day pressures on your time, plan ahead, to be able to defend your time, and most importantly of all provide the necessary evidence to support claims for extra staff and/or resources. If you manage time, critical things such as projects, then this day will aid you enormously.

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

- Effectively plan and prioritise your workload to ensure your objectives are achieved
- Learn how to deal with the 13 most common time wasters effectively
- Learn to how break the delegation barrier to give yourself more Time
- Deal efficiently with e-mails, paperwork, telephone queries and interruptions
- Identify and remove unnecessary 'time stealers'
- Identify and see how stress and time management coincides

Who should attend:

Anyone (everyone) who is currently struggling to achieve all the things they should do every day.

Duration: 1 day

Understanding time management	Why should we manage our time, what is time, how do you manage your time, why do we need to manage our time, managing time means adding value, common time management issues, common issues, what controls your time
Time management techniques	Do you need a mission statement, 3 tests of time, are you controlling your time effectively, your energy cycle, setting limits & priorities, common time wasters, 6 tips for effective time management, the correct use of diary systems, using a diary system
Managing time with your manager & your team	Working with your manager and your team, training your team to leave you alone, what do you expect from your team, why don't team members do what they should do
Breaking down the delegation barriers	Breaking down the delegation barriers, what is delegation, why is it hard to delegate, how to use delegation, what should you not delegate
Managing stress	What is stress, what are the signs, causes of stress, organisational factors, personal factors, effects of stress, the links between stress & poor time management, self help for stress
Time management checklists	Managing your own working area, communications, paperwork, interruptions, information, meetings, planning
Applying what you have learnt	What you need to do, time analyser, planning for improved time utilization, daily time log, progress survey