

Time Management

Overview:

This training program is designed to assist participants in becoming more organised and productive at work. This training will introduce a number of organisational and time management techniques that will assist participants in increasing their productivity. It aims to develop participants' work effectiveness when organising their workload and working with everyday documentation.

After completing this course, participants will know how to:

- Get organised, plan and prioritise
- Assign tasks an A, B or C priority
- Identify their own workplace goals
- Maintain a reasonable workload
- Increase productivity by controlling interruptions
- Be more aware of their own stress levels

Designed for: This course is suitable for all staff members.

Duration: 1 day

Content:

Time Management

- What is time?
- Lost Time
- How do you think you spend your day?
- The benefits of being organised
- Characteristics of well organised people
- Two types of time management
- Conventional time management
- Personality and time management behaviour

Time Management Techniques

- What are my priorities?
- Goal setting
- Personal goals and plans
- The time log
- Prime time – energy cycle
- Fingertip management
- Creating space
- Controlling the manager imposed time
- Handling work once
- The Pareto Time Principle
- Urgent vs. Important
- The importance paradigm
- Do priority work first
- The A B C system
- Manage interruptions
- Barriers and countermeasures
- Managing the time stealers

Managing Meetings

- Rules for better meetings
- Planning the meeting
- Meeting agenda
- Getting things done

Effective delegation

- General principles of delegation
- Benefits of delegation
- Excuses for not delegating
- Common mistakes in delegation
- The delegation process
- What to delegate

Looking after yourself

- Awareness activity
- Stress signs
- Staying energised
- Getting support

Actions



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