



## Time Management

Course Duration 1 Day

### Course Objectives

At the end of the course participants will be able to:

- Understand the benefits gained by effectively managing time
- Reduce stress, increase productivity, achieve goals and work smarter
- Understand and replace their current time management habits
- Understand their productivity cycle and their perception of time
- Understand when and how to say no and how to delegate
- Get control of email
- Stop others and situations from stealing their time

### Course Outline

#### Understanding time management

- What is time
- What is time management
- Benefits of time management

#### Motivation

- What motivates us
- Rewards and motivation

#### Habits

- Changing habits
- Existing time management habits

#### Productivity times

- Productivity curve

#### Goal setting

- Why set goals
- How to set goals
- Achieving goals

#### Prioritising

- Importance vs urgency
- How to prioritise

#### Saying no

- Why say no
- How to say no

#### Delegation

- Why delegate
- How to delegate

#### Task lists

- Task lists and time management
- Why task lists don't work

#### Email

- Handle email once
- Action email
- Set a time for email

#### Time thefts

- Meetings
- Waiting and travelling time
- Phone calls
- Interruptions

### Target Audience

This course is designed for people who feel they just don't have enough time in their day. It is suitable for anyone who wants to get more achieved and be more efficient in their use of time. It is also very useful for anyone who is responsible for how others manage their time.