

Time Management- 1 day

Prerequisites

None – Minimum of 4 delegates must be booked on this course to progress.

Time management overview

- Principles of time management
- Understanding the benefits of time
- Identifying different personality types
- Assessing yourself
- Productivity cycles
- Pricing your time
- Creating a time audit
- Using the Pareto principle
- Goals and priorities
- Making a to-do list
- Identifying goals
- Setting priorities

Time management plans

- Preparing for a time management plan
- Creating a time management plan
- Daily plan
- Handling obstacles
- Identifying the steps to plan a day
- Using daily plan guidelines

Technology and time management

- Technology saves time
- Using technology to save time
- Organizing your computer
- Handling e-mail
- Using your Internet time wisely
- Being productive with telephone time
- Say “No”
- Saying “no”
- Creating reasonable workloads
- Identifying the steps to say “no”

Productivity

- Interruptions and meetings
- Minimizing interruptions from a visitor
- Minimizing interruptions from a co-worker
- Running productive meetings
- Attending productive meetings
- Factors affecting productivity
- Discussing factors that affect productivity

Information overload

- Causes of information overload
- Handling information overload
- Screening information
- Reducing paperwork
- Organize your office
- Organizing your office
- Identifying types of files
- Communication
- Avoiding miscommunication
- Being an effective listener