

## Time Management

### Overview

Do you feel like you're always in a rush to get things done on time? This practical, one day course focuses on developing time and self management systems so delegates can learn to be less stressed and achieve tasks more efficiently at work.

### Target Group

This course is aimed at any personnel who regularly have numerous tasks demanding their attention and who need to juggle conflicting priorities

### Objectives

By the end of this course delegates will be able to;

- Identify why time management issues arise
- Identify techniques and strategies to overcome time management challenges
- Demonstrate the key elements of successful and effective time management

### Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.

- Why is time so difficult to manage?
- Common problems
- Developing a personal organisation system
- Barriers to self-discipline
- Short and long term planning
- Setting achievable targets
- Prioritising tasks
- Breaking down large tasks into manageable chunks
- Solutions to indecision / procrastination
- When and how to say 'no' (and when not to)
- The art of delegation
- Dealing with interruptions and time wasters
- Managing meetings
- Handling telephone calls, paper and emails
- Keeping your workspace clutter free
- Avoiding Crises
- Positively overcoming setbacks
- Self motivation as a time management tool

### Outcomes

Each delegate will receive individual feedback and will be asked to complete a personal action plan to identify key changes to implement and skills to practice.