

Time Management

What is the Purpose of Time Management Training?

The purpose of time management training is to increase your productivity by means of improved planning and self-organisation. You need to be more productive. You want to make more progress in less time and effort. You *don't* want to have any "Busy but Nonproductive days".

Time Management Course Objectives

The objectives of this time management course are:

- To prioritize tasks into their correct order
- To learn the difference between "busy-work" and "productive-work".
- To learn the time management matrix.
- How to prioritise using decision matrices.
- How to beat the three most common time wasters, (other people, own bad habits and inefficient systems).
- How to plan ahead more effectively.
- How to handle interruptions.
- To apply the Pareto principle (80/20 Rule) to time management issues.
- In any activity, how to find the point of diminishing returns.
- How to maximise your personal effectiveness.
- How to say "no" to time wasters.
- How to delegate the right task to the right person in the right way.
- Develop your ability to get more done in less time.
- Develop your powers of personal initiative and beat procrastination.
- Develop a positive mental attitude and create a productive office atmosphere.
- Develop your own individualised plan of action.

Summary of reasons for doing the course:

"Some people in our organisation are saying that there is not enough time to do everything.

Yet at the same time, it is obvious that some work habits are NOT examples of great time

management. We are probably not working at our maximum-possible effectiveness. So we thought it would be a good idea to do a good, practical time management course. We would like our people to be thinking carefully about how they can develop their time management and personal effectiveness skills."

How many people are doing the training?

Numbers of staff to be trained: are to be confirmed.

When will the training take place?

To be arranged.

Where is the training location?