



# Time Management (full day)

## Course Outline

This course will give participants the skills to efficiently and effectively manage their time and priorities to achieve a better work life balance.

Participants will learn to manage their time in a stress free, well organised way. This course provides a whole range of tools, templates and techniques to make time management simple and straightforward.

### Content modules:

- To explore why time management issues arise
- To identify the key factors which steal our time during the day
- To improve delegates ability to plan and prioritise their own work
- To raise awareness of the importance of setting clear goals
- To help minimise wasted time and distractions in the workplace
- To identify strategies to avoid being deflected from your priorities
- To explore self-motivation and as a time management tool
- To provide practical tools for dealing with those unexpected events that arise and consume time throughout the day
- To provide some practical tools and techniques for effective delegation
- To provide practical tools on how to say 'no' to some 'now' requests

### Learning outcomes:

- Utilise time and personal management techniques to achieve a better balance between work and home life
- List tactics for successful time (and project)

management

- Learn how to pinpoint your critical goals
- Be able to build positive work relationships that reduce wasted time and maximise results
- Learn about effective organisation, management techniques and utilise time management templates and tools provided
- Learn how to organise workspace and important information
- Understand the effects of stress resultant from poor time management and why it is important to develop strategies to manage stress and the factors which cause stress in us
- Create reachable goals and prioritise effectively
- Begin implementing goals created during the session

### Learning styles:

- Interactive group discussion
- Presentation of information
- Small group breakouts
- Individual learning and audit
- Skills practice
- Case studies
- Video role modelling

*"What I enjoyed most about the session was how the presenter involved those present with activities and group discussion."*

*"I have found this course extremely valuable."*

*"The course was informal and relaxed with a clear focus on the participant."*

*"[The presenter] was very knowledgeable and a good speaker."*