

TIME MANAGEMENT



OVERALL OBJECTIVE

The **Time Management** work session aims to assist participants to take action in the future to manage their priorities, time, projects, and tasks through being strategically aligned, focused, organized, and connected. The aim is to bring about sustainable behavioural change to make a difference to productivity and personal effectiveness.

OUTCOMES

Participants will be able to:

- Establish a clear sense of focus
- Strategically align through prioritizing
- Understand what being time efficient means
- Make effective decisions and handle information flow efficiently
- Gain control through personal organization and desk management
- Plan and schedule the necessary time for highly important projects
- Prioritize daily activities/tasks to accomplish their most important work
- Be able to plan for the eradication of internal and external time barriers
- Develop a workable time management plan that can be applied at work
- Identify key people with whom they need to interact and thereby time manage
- Delegate with confidence and track delegations with greater ease and success
- Develop effective techniques for planning and achieving short and long term goals
- Explore and clarify what information is needed to draw up a time management plan
- Be able to monitor own time management and adjust the project management plan as required
- Use flow charts and/or concept mapping techniques to effectively design and manage projects

CONTENT

Get Focused

- Set short and long term goals
- Plan how to achieve these goals
- Sift through and handle information flow efficiently
- How to Establish Needs
- How to Establish Expectations
- How to prioritize to accomplish your most important work
- How to handle time barriers and possible solutions
- How to handle yourself and determine your best time

Get Organized

- How to manage your time
- How to use lists and schedules
- How to handle paperwork
- How to handle interruptions
- How to handle the internet and e-mails
- How to handle the telephone and voicemail
- Plan and schedule the necessary time for highly important projects
- Delegate with confidence and track delegations
- Gain control through personal organization and desk management
- Use creativity and concept-mapping techniques to effectively design and manage projects

Get Connected

- Plan and execute productive meetings
- How to deal with interruptions
- Achieve balance in the key areas of your life
- Improve the customer interface and service

Get Going

- Take back control
- Eradicate time wasters
- How to make effective decisions
- Use paper-based tools or e-tools
- Create a time management plan