



## Time Management

Time is one of the most important assets at work and everyone has a responsibility to ensure it is well managed. This doesn't always mean being 'maxed' out – it's about getting balance into your life to ensure your priorities are taken care of.

This one day programme will help you develop a strategy for 'event control' and give you a range of tools and techniques to help you plan and organise yourself to be effective

### Outcomes

You will learn about:

- your own work style and how this helps and hinders your time management
- how to establish and plan in your own priorities
- how to plan work around your most productive times
- how to deal with interruptions so they cause minimal impact
- avoid procrastination and 'swallow the frog'!
- setting goals with time lines and milestones
- how to decide if a task is urgent , or important or both
- how to make your outlook or diary work for you

### Who should attend?

Time management is a key competency for all people at work and this programme will benefit anyone who has any element of control and influence about when they do things.

### Pre-work

Participants will be required to log their work activities for a typical day or two, prior to the programme. This will be analysed during the event to help see what happens during a typical working day and where improvements can be made.

### Post course actions

At the end of the day participants will be asked to write a letter to themselves of actions and good intent – these will be collected and returned six weeks afterwards to help reinforce the lessons learnt!

### Course content

#### Current audit

- areas I'm good at/ not so good at?
- the impact of personal work style

#### Procrastination

- favourite areas?
- 'swallow the frog' – do it now



## Time Management

### Planning & Prioritising

- what prompts my choice?
- understanding my work categories
- analysing my time log (pre-work)
- making 'me time'

### Deadlines

- best practice to follow/ pitfalls to avoid
- keeping on track
- managing the flow of work

### Outlook use

- Daily planning
- Schedule the balance

### Interruptions

- saying no nicely
- limiting the damage

### Work area & communication tools

- desk and paperwork routines
- voice mail and telephone disciplines
- email and web control
- working from home

### Personal action plan

- review of your action points to work on
- letters to self of actions to work on

**Maximum number of delegates: 12**

**Cost: 1 unit**

To register please email our Training Co-ordinator on [registrations@thelearningcollaboration.com](mailto:registrations@thelearningcollaboration.com)