



Time Management

1 Day

COURSE OBJECTIVES

At the end of the course participants will gain:

- Awareness of how much of the working day is currently wasted.
- Expertise in dealing with interruptions.
- An understanding of how tasks can be better organised, delegated or eradicated.
- Proficiency in setting goals and attaining them.

COURSE CONTENT

Current Time Management Practices

- Patterns of behaviour at work which impact on time management
- Time stealers and the common traps
- Exercises

Analysing Own Work Chart

- Relationship to Business Objectives
- Where does my time go
- Where should it be directed; "the clock and the compass"

Taking Charge

- Time Logs and Order Planning
- How to make an initial impact on my time management
- Urgency and Importance
- Understanding the drivers
- Who sets the agenda?
- The Customers' needs
- Analysing the optimum approach
- The way we work
- Prioritising and reprioritising

Techniques for Improvement

- Self Action
- Handling paperwork, technology and interruptions
- Using Others
- Delegation
- A different approach to meetings

Summary
Action Plans