

# Time Management

This course shows you how to improve your productivity through better time management. You will examine the way work and learn ways to translate your vision into long-term objectives and short-term goals. You will return to work with a suite of effective time management techniques and a more balanced and productive work life.

## Snapshot

Duration: 1 day

## Learning Outcomes

At completion of this course, participants will be able to evaluate and implement the following:

- Recognise the consequences of ineffective time management
- Identify what prevents you from being an effective time manager
- Discover some of your notions, opinions and concerns about time management
- Understand the difference between urgent and important tasks, and use it to prioritise and plan your time
- Identify strategies to effectively schedule your time

## Course Content

### Setting the Context

- Introduction
- Learning outcomes
- Participant objectives

### Prioritising Effectively

- Key job outcomes
- The power of the important
- The time management matrix
- Prioritising Learning to say no

### The Diagnostic Clinic

- What runs your life?
- Consequences of ineffective time management
- Time bandits

### Perfect Your Plan

- Plan your work and work your plan
- Weekly planning
- Daily planning
- The 6-D filter
- Small scale planning
- Activity: your in-tray

### Getting More Time

- Managing interruptions
- Overcoming procrastination

### Vision to Action

- Planning for success
- Clarifying your vision
- Long-term outcomes
- Short-term goals

### In Action

- Summary of key concepts
- Developing positive habits
- Action plan
- References and further reading

### Appendix

- Time for a time log
- What's working and what's not
- Time and your energy
- Do the right thing at the right time
- Replenishing and reviewing energy levels
- Weekly review and planning
- The 6 strategies and your to-do list
- The 6 strategies and your daily schedule
- Pareto principle: 80/20 rule
- Visual displays
- Stress busters