

Time Management & Personal Effectiveness Course

Course Description:

Good time management lies at the heart not only of personal effectiveness but also of organisational success. We all need to make the best use of our own time and talent and those of the people around us if we, the team and organisation are to achieve our objectives and business goals. Today we have more and more demands placed upon us at work – tighter deadlines, more work, juggling priorities – you name it!

This intensive and comprehensive training course provides you with the opportunity to explore the fundamental principles of time management, take stock of your current working practices and determine action to enhance personal, team and organisational effectiveness.

Course Objectives:

By the end of the time management training course, you will have:

- identified your biggest 'time stealers' which reduce your productivity and established solutions to reduce or remove their negative impact
- acquired practical time management skills for scheduling, planning and prioritising work
- learned how to manage your: telephone calls, emails, paperwork, technology, diary
- discussed and practised a range of recognised time management techniques such as effective delegation, assertively saying 'no' and negotiating alternative solutions

Course Content:

Understanding Yourself

- Motivational drivers
- Ways of working
- Time bandits

Prioritising and Goal Setting

- Setting goals
- Deciding what's important

- Doing what's important
- Measures of quality and quantity

Planning

- Finding time for long-term planning
- Managing tasks and people
- The Prioritisation Grid
- Deadlines and how to meet them
- Planners, diaries, tools and getting more from your diary

Preventing Time Wasting

- Coping with e-mail and paperwork
- File Management
- Minimising interruptions/procrastination
- The 4 Ds
- Organising your workplace
- Getting the most from meetings and virtual conferences

The session concludes with the formulation of an action plan

- Audience:** This course is suitable for staff who;
- ✓ need to juggle a wide variety of tasks and activities
 - ✓ find managing their time difficult
 - ✓ want to organise their days better and to feel in control of their work instead of their work controlling them

Course Duration: 1 Day

Please contact us for any further information <mailto:info@inspiringways.com>