

Time Management

Introduction

With the accelerating change of the twenty-first century, time management and prioritisation skills are at the top of everyone's personal development tool kit. We all know we should manage our time and prioritise more effectively, however, few of us know where to start. Also stress in the workplace is increasing and it is vitally important for both our professional and personal success to ensure stress is controlled and used effectively and not negatively.

This course will help staff to assess their present situation and formulate a more efficient way of working in the future. It will enable them to manage their time, pressure, workload and stress more effectively, in order to achieve more within their own time constraints and show them how to better organize and prioritise their everyday tasks. It will also look to supply staff with the tools to help this process, without creating more time management/stress issues.

Course Objectives

By the end of this course, participants will be able to:

- Explain why managing time really matters to our work and health, in our changing world
- Recognise the immense value of effective time management
- Clarify their own and their teams objectives, responsibilities, and priorities
- Proactively plan and use their time more effectively
- Eliminate time wasters and weaknesses
- Apply the time management techniques and practices that they have learnt immediately on returning to work
- Manage changes in their behaviour and practice for improved performance at work
- Identify task that should be a) completed in relation to their key objectives, b) managed away
- Analyse situations that hinder their performance and identify techniques to overcome them
- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively and project planning.
- Set, monitor and measure the success of objectives.
- Assess their present stress levels and implement ways to reduce stress
- Analyse their own strengths and development needs and prepare a personal development plan for the next twelve months

Content

A sample of what is covered includes:

TIME AND TASK MANAGEMENT

- Time Trap DVD
- 12 key actions to effective time management
 - Setting Goals and Objectives
 - Stephen Covey's Four Generations of Time Management
 - Reminders
 - Planning & Preparation

- Planning, Prioritising and Controlling
- Knowing and Doing What is Important
- The Eisenhower grid
 - Using the grid to plan and develop
- The Urgency Addiction
- The Power of Goals
 - Setting Context Goals
 - Setting Weekly Goals
 - Setting long term goals
 - Setting and achieving SMART Goals
- The Pareto Principle
 - Prioritisation on what is important
- Daily lists
 - To Do Lists
- How to deal with Time Wasters
 - Identifying Your Top Time Wasters
 - Time Logs
 - Working on you pre-completed time logs
 - Establishing methods to avoid and deal with your top time wasters
- Interruptions
 - Identifying the main causes
 - Methods to avoid and manage all types of interruptions
 - Saying 'no'
- Procrastination
- Paperwork / Emails
 - Organising information by roles
 - Utilising technology
- Delays / Dead Time
- Communication
- Task Management
- Stress Management (Covered in brief, as covered in detail on day 2)
- Delegation
 - The Wrong Way to Delegate
 - Agreement, Authority and Feedback
 - Barriers to Delegation
 - When to Delegate
 - Choosing the Right Person to delegate too
 - Giving Effective Support
 - Keeping the Task Delegated
 - When the Delegate Makes Mistakes
 - A model for effective delegation
 - Delegation Team Skills Practice (Working on who to delegate what to and importance and urgency)
 - DVD case study

STRESS AND TIME MANAGEMENT

- Understanding the relationship between stress and pressure
- Linking pressure with performance - productive and unproductive levels of pressure
- Examining your working style and looking for ways to improve
- Type A and Type B Psychologies and their helps and hindrances
- Understanding stress
- Strategies for handling stress positively
- Managing stress in others

- Testing you own stress level
- Stress Management DVD case study

IN - TRAY PRIORITISATION EXERCISE

- Looking at a selection of emails, phone requests, requests from your boss etc Work in teams to prioritise importance and urgency

MAKING IT ALL WORK

- Time Management Final 2 hours Team Business Simulation Exercise - putting it all together!
- Debrief
- Developing your personal development plan

