

Time Management Intensive – 1 Day



Pre-requisites

There are no pre-requisites for this course.

Description

Do you need to:

- Find more hours in your day?
- Plan your time more effectively?

Are you:

- Frustrated by competing priorities?
- Procrastinating and missing deadlines?
- Going overtime in your meetings?

This course has been designed for anyone who wants to increase personal productivity and minimise stress caused through a reactive or responsive mode of working.

Aim

When life gets busy, it is common to feel overwhelmed or spiral into procrastination. You can spend an abundance of time doing things right, but if you are not doing the right things at the right times, it is simply a waste.

This course will help you prioritise effectively and achieve maximum performance.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Develop strategies to do the right thing, on the right task, at the right time
- Recognise time stealers and time wasters, and implement strategies to reduce or stop their impact
- Manage your work environment to prevent and reduce time wastage

- Take back control of your inbox through effective email management
- Learning the art of saying 'no' in a way that's honest and respectful

Topics Covered

Key topics covered on this course include:

What is Time Management?

- Replacing Bad Time Habits with Good Ones
- Avoiding 'jellyfish behaviour' – floating from task to task
- 10 common Time Management mistakes

Goal setting

- Motivating Yourself
- Getting Things Done in 20 seconds (David Allen)
- SMARTer goals

General Time Management Tools

- Identifying Time Wasters
- Using Tools to Manage your Time
- 10 ways to be more Productive

Prioritisation

- The simplest way to stay Productive and do the Right work (Eisenhower Box)
- The 8th Habit (Stephen R Covey)
- Managing Conflicting priorities
- Looking at the Bigger Picture – (Pickle Jar Theory)
- What is the Pomodoro technique? (Francesco Cirillo)

Delegation

- Tips for Meetings
- Perfecting the Art of Delegation

Time Management Challenges

- 15 Time Boxing strategies to Get Things Done

Improve your Concentration



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