

time management



For all staff members looking for ways to improve their time management skills



Full day course.

Half-day workshop sessions marked with



Run at your offices or virtual classroom

This time management course is a great investment in time for people who feel too busy to attend it. Participants will discover the difference between being busy and being *productive*. Everyone can improve their time management by creating productive habits and breaking unproductive habits.

During this time management training workshop, participants will be given the insights, practical tools and emotional intelligence skills to develop helpful habits that will help them become much more productive at work.

goals

- prioritise tasks and demands
- set clear plans to achieve goals
- create good habits and break bad ones
- commit to new focused habits
- plan and schedule work to be as productive as possible
- know how to deal with interruptions
- fix a tendency to procrastinate
- manage a seemingly unmanageable email load
- take away a clear personal plan of how to put new time management skills to use.


train

Either you run the day or the day runs you – Jim Rohn

workshop info

Our facilitator will adapt the content and workshop style to the needs of the group. The following is a one-day program outline, which we can cut to a half-day workshop. Topics for half-day option denoted by $\frac{1}{2}$
We are happy to tailor topics – please discuss with us.

introduction and workshop overview

Participants will understand the objectives of the course and link them with their personal learning objectives.

being productive $\frac{1}{2}$

Participants will use their own situations to figure out the difference between being busy and being effective, tackling those important jobs head-on.

a day in the life of $\frac{1}{2}$

Participants will come up with what it means to be a fantastic time manager. They will understand how the ultimate time manager behaves and what life looks like when you create a balance between work, social life, physical and mental health in your life through great time management.

distractions and time wasters $\frac{1}{2}$

Participants will figure out their pesky time wasters and habits or behaviours that get in the way of being as productive as possible. They will create a plan to cut down the impact of distractions and time wasters.

the neuroscience of habits

Participants will learn about habits, why they are hard to create and hard to break. They will use their new insights to plan practical steps to turn unproductive habits into helpful ones, beating procrastination and getting more done.

goal setting

Busy people need goals. Goal setting will provide structure and help manage priorities. The group will learn and practise setting SMART goals. They will also learn how to create a plan to ensure they will reach their goals.

prioritising $\frac{1}{2}$

One of the hardest but most crucial elements of time management or creating helpful habits is prioritising tasks. Participants will discuss why it is important and will learn to use the 80/20 rule and the urgent/important matrix to prioritise.

planning and scheduling

The group will be given tools to plan and schedule prioritised tasks. They will see which ones work for their role and look out how they can use them in their workday.

energy cycles and being productive

We're not 100% focused and productive the entire day. It takes emotional intelligence to identify times of high and lower productivity. Participants will review this energy cycle and turn these insights into a plan to put their energy to best use.

managing email $\frac{1}{2}$

Email is a source of distraction and frustration. By reviewing and adjusting habits, participants will learn how to not get distracted by emails and better tackle that dreaded inbox and save time.

action plan $\frac{1}{2}$

Applying what has been discussed in this course is critical. Throughout this course on time management participants will create personal action plans to create new effective time management habits.



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