

## Time Management



This blended programme, consisting of a pre-workshop activity and a one-day face-to-face event, is focused on helping participants identify how they currently use time and what they might do to achieve greater time efficiency.

### Overview

Time - there is never enough of it. We could all use more, but there would not be such a need if we used the time we have more efficiently. How often do we find ourselves stuck in meetings that prevent us getting on with what we consider to be really important? How often do we find ourselves waylaid by colleagues wanting our time to resolve their problems? How often do we have to spend time searching for an important document that has become buried beneath a mountain of routine correspondence? How often do we have to stay late or take work home to guarantee we can get that critical piece of work finished? Gaining control of your time requires a combination of strategic thinking and the adoption of time saving habits.

On this course, you will learn how you currently use your time, how to prioritise what really needs to be done and how to avoid the 'thieves of time' that plague all of us. Participants are asked to keep a time log for three days prior to attending the workshop and to bring it with them to the event.

### Aims

The aim of this course is to provide you with ideas and practical skills to manage your time more effectively, helping you prioritise those activities that are most important to your success.

## Learning Objectives

By the end of the programme, you will be able to:

- Identify your own particular time wasters and adopt strategies for eliminating them from your work pattern.
- Clarify and prioritise your objectives and goals
- Use practical techniques for organising work
- Recognise the causes of procrastination and apply techniques to overcome them
- Adopt appropriate strategies for dealing with interruptions
- Reduce time spent in meetings whilst contributing more effectively
- Delegate work more effectively to staff.

## Pre-Workshop Content

You will be asked to maintain a time log for a minimum period of a week to help you analyse how you currently use time. During the workshop, we will ask you to categorise your work in a variety of different ways to see if we can help you identify time wasters.

## Workshop Content

- **The Time Log**
- **Planning**
  - Setting Objectives
  - Organising Work
  - Goal Clarification
  - Day-to-Day Planning
  - A, B, C or Must, Should, Could
  - Your Most Productive Time
  - Time Fillers
- **Time Wasters**
  - Procrastination
  - Personality
  - Personal Drivers
  - Dealing with Email
  - Coping with Clutter
  - Effective Meetings
  - Meetings You Initiate
  - Meetings Initiated by Others
  - Managing Interruptions
- **Assertiveness**
  - Getting to Yes
  - Saying No
- **Delegation**
  - The Continuum of Leadership Behaviour
  - Situational Leadership
  - Tips for Effective Delegation
- **Personal Action Plan**

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