

Time Management

People who use Time Management techniques routinely are the highest achievers in all walks of life, from business to sport to public service. Working smarter, not harder... is an approach that successful time managers employ to enable them to concentrate on results and not being busy. Be prepared to make drastic changes, question your own habits and be brave enough to challenge the way things have always been done!

This hands-on workshop looks at the key to successful time management, reviewing your day to day activities, expectation others have on your time and potential for the ultimate time waster... procrastination. You will be provided with the insight and tools necessary to help you easily identify where time is being wasted and valuable strategies to more effectively manage your time.

Learning Objectives

- Understand the principals behind effective time management
- Identify where time is being wasted in your day
- Develop strategies to overcome procrastination
- Recognise the benefit of 'To-Do-Lists' and learn how to best use them
- Learn why it is important to challenge concepts like 'we've always done it this way'
- Understand how effective scheduling can maximize your time and diminish stress
- Learn how to develop your own personal time management action plan

Workshop Overview

- Introduction to Time Management
- Beating procrastination. Finding out how to manage your time and get it all done
- What is an activity log? Find out how you really spend your time
- Get involved in some small scale planning with 'Action Plans'
- Tackling the right problems first with 'Prioritised To-Do-Lists'
- Personal goal setting, helping you decide what your personal priorities should be
- Planning to make the best use of your time with 'Effective Scheduling'

Workshop participants will receive their own workbook to allow them to develop and implement their own personal action plan, ensuring the skills and knowledge gained at the workshop will be transferred to the real world.

