

Time Management

ClearCut
IT TRAINING

Duration: 1 day

Who should attend: This course is aimed at staff at all levels who wish to make effective use of their time both personally and in the workplace.

Aims: Take back control of your day! Learn to recognise the tasks (and people) that occupy larger chunks of your time than you might realise and explore how to manage these effectively. This course will teach you the Time Management techniques you need to help you to understand your own strengths and weaknesses. You'll be able to develop an effective plan of action that will help you with your daily To Do list.

By the end of the course delegates will:

- Have greater insight into common "time robbers" and how to tackle them
- Know how to set SMART goals and techniques for achieving them
- Understand the importance of prioritizing and planning as tools to effective time management
- Recognise procrastination and learn strategies to help motivate you to get things done

Topics

Work Style Preferences

- What are your work habits?
- How do you spend your time?

Distractions, interruptions, and procrastination

- Who and what steals your time
- Setting expectations
- Being assertive
- Effective delegation

Prioritisation

- Urgent vs Important
- Delegation

Assertiveness

- Saying "No" to unreasonable requests

Getting organised

- Setting goals
- Planning
- Tips and techniques for being more productive
- Workload analysis

Strategy for Your Success

- Action Plan