

Time Management and Personal Effectiveness

Time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. Saving time saves the organization money and increases revenue. Effective time management requires staff to analyze their workload, assign priorities, and maintain focus on productive endeavors.

Learn how to take control of personal and professional matters by attending this interactive course. Time Management and Personal Effectiveness training course will help you refocus, get events into proportion, and create a more productive approach to your work and personal life. By being less stressed and by using the creative thinking tools offered on this program, you will be able to create new and valuable ideas for your business and radically improve your personal effectiveness.

The course will identify the essential personal effectiveness skills needed in today's fast paced environment, and focus on applying these key skills utilizing the process you choose (paper based, e-tools or both)

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- Objectives**
- Develop effective techniques for planning and achieving short and long term goals
 - Prioritize your daily activities/tasks to accomplish your most important work
 - Plan and schedule the necessary time for highly important projects
 - Make effective decisions and handle information flow efficiently
 - Delegate with confidence and track delegations with greater ease and success
 - Gain control through personal organization and desk management
 - Use creativity and mind-mapping techniques to effectively design and manage projects
 - Plan and execute productive meetings
- Achieve balance in the key areas of your life



Who should attend

Time Management and Personal Effectiveness training course is ideal for:

All practitioners who juggle different responsibilities, deal with time pressures and those who struggle with multi-tasking and procrastination.

Those who would like to better understand why they get stuck in work backlog and negative time patterns and want to learn about strategies that help them overcome these



Day 1

Dimensions of Time Management

- Action planning and personal effectiveness
- Chronistic intelligence
- Time-stealers and costs of poor time management
- Priority setting – rational and emotional
- The Ten principles
- Handling and making requests



Day 2

Interruptions/Project Planning/Stress

- Getting the best from diaries and to-do lists
- Proactive planning to meet key responsibilities
- Time-based planning – daily, weekly, monthly plans etc
- Planning project-type work
- Principles of Critical Path Analysis
- Managing stress in self and others



Day 3

Getting the Best from Other People/Meetings

- Delegation – giving and receiving
- Team-working and team building
- Improving communication and working relationships
- Assertiveness
- Effective and efficient meetings – ‘everybody’s a chairbody’



Day 4

Office Ergonomics/ Efficient Reading & Writing

- Optimizing the office environment
- Managing emails
- Improving the efficiency of management reporting
- Business writing
- Rapid and efficient reading – digesting



Day 5

Creativity/Continuous Improvement

- How the brain works and creative thinking
- Developing a culture of improvement
- Implementing change initiatives
- Influencing skills – making a case and managing the ‘politics’

