

Working Smarter - Time Management

Managing priorities and staying focused in the age of digital distraction

Overview

All participants will leave the day with new skills, a better attitude and greater appreciation of how to manage their day, time and lives better.

- Managing priorities and structuring your day
- Dealing with distractions and being more focused
- Goal setting, decision making and overcoming procrastination

Who will benefit

All staff and managers: Everyone in an organisation who is responsible for getting things done, delivering business results, customer service delivery or managing others.

About the training

This highly practical and interactive training course brings time management to life. It does this through short and interactive presentations, practical exercises with lots of tips, tools and techniques.

Participants will be asked to complete a short pre-training questionnaire.



Key learning points

- The best ways to assess, manage and schedule workflow priorities, meet deadlines and get 'everything' done!
- Proven methods for managing expectations, resisting manipulation and staying in control.
- Three easy techniques for structuring your day, week and normal routine in the age of digital distraction
- Gain an hour of productive time by overcoming the causes of poor time management



- A seven-step process for setting goals and objectives in your work and personal life
- Using the science of focus to great breakthroughs in your results, self-discipline and communication with others – emails, meetings and conversations.
- Understand how attitude, habit and incremental improvement can work together to improve your time management and work-life balance.

Course Outline

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Introduction and key principles

- Course objectives and introductions
- Review of pre-course work and personal learning goals
- Essential principles of time management and self-development

Managing priorities and planning systems

- How to prioritise your workload using key criteria
- How to use priority ratings not urgency to react to tasks
- Using planning tools to optimum effect and managing expectations of your workload to others

Structuring your day

- Taking control of your time – proven techniques that work
- Practical solutions for improving your work-life balance
- Problem solving and decision making to save your time

Dealing with distractions

- Handling email, people and telephone interruptions
- Know your time 'bandits' and creating more positive habits to overcome them
- Making time by saying 'no' assertively (even to the boss or a customer)

Goal setting

- How to set and use goal setting as a way of managing your time and increasing results
- The principles of linking SMART objectives to action plans and daily activities
- Goal setting for yourself, your team and results

Creating focus – every day, week and month

- How to stay on track in the age of distraction
- Applying the Pareto principle to everything you do
- How to use KPI and metrics to motivate and recognise activity



Overcoming procrastination

- Understanding procrastination, what it is and how to recognise it in yourself and others
- Twelve ways of avoiding, reducing and dealing with procrastination
- Introduction to habit control

Action Planning

- Learning summary

Options

Bonus Smartphone eLearning App

Included for 12 months, with over 50 micro-learning based business skills modules.

Coaching Sessions

One to one at the desk coaching sessions following training.





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