

Working Smarter – Time Management

Managing priorities and staying focused in the age of digital distraction.

Live online training course with an expert facilitator: Two three hour modules

Overview

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. Main learning points include:

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

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

Course format

- *Live online learning course with an expert facilitator*
- *Interactive, engaging and practical*
- *Two three-hour live online training modules*

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

The course is interactive and participative, using the latest online learning techniques to help capture everyone's unique learning style and keep their attention. The training will use relevant and practical examples, tailored to your business and based on the free pre-course research that we include as standard.

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.
- ★ Improved qualification of tasks and problems leading to less pressure and great customer service
- ★ 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
- ★ Be able to spot and deal with procrastination – in yourself and others
- ★ 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.

Pre-course activity

Completing a time log and completing a short pre-course questionnaire is a requirement of the workshop. This will help you to establish how you currently spend your time whilst identifying opportunities for you to put into practice the tools, tips and techniques in your role.

Course outline: Working Smarter

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

Goal setting

- How to set and use goal setting as 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

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)

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

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 improve effectiveness

Action Planning

- Learning summary