

# Time Management



Category: *Personal Development*

Never have enough time in a day? Working to other people's priorities and not your own? Taking back control and managing your responsibilities requires goal setting, organisation and task prioritisation. This course will provide you with the tools to achieve peak performance through self management and the successful breakdown and prioritisation of tasks.

## Duration

1 day

## Course Objective

This course has been developed to provide you with tools and techniques to increase your personal productivity through improved self management and prioritisation.

## Who Should Attend / Target Audience

This course has been designed for anyone who wants to increase personal productivity and minimise stress caused through a reactive/responsive mode of working.

## Learning Outcomes

- Understand the difference between time management and self management.
- Identify personal time wasters and how to control these.
- Develop a process of setting objectives and priorities.
- Understand the role that delegation and controlling your work environment plays in managing time.
- Use assertive communication techniques to manage requests.
- Techniques to avoid procrastination through goal setting and positive self-talk.

## Related Courses

- Resilience in the Workplace
- Microsoft Outlook

## Next Level Course

Assertiveness

## Availability

In House  Closed Group  Public

Version: 30/12/09

## Course Content

**The Distinction Between Time and Self Management** - *time is uncontrollable, we can only manage ourselves and our use of time.*

**Balancing Lifestyles** - *use the Web of Life to track how you're balancing your lifestyle.*

**Theories on Time Management** - *apply Pareto's 80-20 Principal to identify which activities produce the most value and those that are shifting your focus.*

**Time Stealers** - *implement strategies to reduce or stop the impact of time stealers.*

**Understanding Your Purpose** - *SMART Goals ensure you're working on the right things and getting results.*

**Identifying and Setting Priorities** - *use the Time Management Matrix and A-B-C Method.*

**Daily Action Plan** - *develop and evaluate your daily action plan.*

**Controlling Your Work Environment** - *understand how your work environment contributes to time wastage and what to do about it.*

**Assertive Communication** - *it's more productive to express your feelings through assertive communication.*

**Delegation** - *understand the positive reasons for delegation and the 3 Golden Rules of Effective Delegation.*

**Procrastination** - *learn how to stop low priority tasks getting in the way of high priority ones.*

**Managing Meetings** - *understand the 5 main elements of effective meetings.*

**Stay Alert for Monkeys** - *taking on someone's problem is allowing the "monkey" to leap from their back to yours.*

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