

1 DAY

TIME MANAGEMENT

ODYSSEY
TRAINING™

An SGS Company



BUSINESS SKILLS COURSE

LEARNING OUTCOMES

- Identify opportunities to develop your time management skills.
- Understand how urgency and importance drive your daily tasks.
- Develop strategies to do the right thing, on the right task, at the right time.
- Recognise time stealers and wasters, and implement strategies to reduce or stop their impact.
- Manage your work environment to prevent and reduce time wastage.
- Take back control of your inbox through effective email management.
- Learn the art of saying 'no' in a way that's honest and respectful.

CORE COMPETENCIES

- Action Orientated
- Planning
- Organising
- Time Management

COURSE OVERVIEW

When life gets busy, it is common to feel overwhelmed or spiral into procrastination. Maybe you have a great plan, but distractions and other priorities are stealing your time. You can spend heaps of time doing things right, but if you are not doing the right things at the right times, it is simply a waste. This course will help you prioritise effectively and achieve peak performance through practical time management tools that are easy to apply.

TOPICS COVERED IN THIS COURSE

Assess your effectiveness in time management

Looking at the five areas of goal setting, prioritisation, managing interruptions, procrastination and scheduling.

Identifying and setting priorities

The urgent vs important tool is essential when facing a demanding workload.

Creating an effective to-do list

Having an effective to-do list can give you focus and ensure you are spending the right amount of time on the right tasks.

Identifying time stealers and wasters

Implement strategies to reduce or stop the impact of time stealers and wasters.

Escalation

Knowing when and to whom you should escalate a time sensitive situation.

Managing your work environment

Understand how your work environment may contribute to time wastage and what to do about it.

Email management

Tame the electronic tyrant and learn how to prevent email taking a controlling presence over your work.

The art of saying 'no'

Learn the power of a positive 'no' and deliver this in a way that's honest and respectful.

Procrastination

Learn how to stop low priority tasks getting in the way of high priority tasks.

Practical, relevant training developed for the Australian workplace.

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