Managing your time

Who would benefit?

This course is designed for anyone who needs to help with managing and prioritising their work. Too many emails, too many meetings, too many interruptions: getting the most out of a 24-hour day is a constant challenge in our busy world. Although we can't give you more hours in the day, we can help you understand the value of time, and share proven ways to get the most out of every day.

Objective

Attend this course if you want to:

- Identify and manage time stealers
- Learn about planning and prioritisation techniques
- Manage email to reduce time spent checking messages
- Learn tips for saying "no."
- Learn how to be better organised

Content

The realities of time management

- What is time management?
- Self analysis:
    - How long does it really take to do things
    - What steals my time
    - Where can I be more effective
    - What am I doing right/wrong

The process of gaining control and being pro-active

- The difference between reactive and proactive working
- The Eisenhower grid - why urgent tasks are not always important tasks
- Daily planning ritual – and what tools to use
    - To Do Lists
    - Chunking tasks
    - Scheduling block of time
    - Using Outlook efficiently
    - When do I do my best work (energy cycle)
- Understanding and applying the 80/20 rule and other prioritisation techniques

Dealing with time stealers – and tips for gaining more time

- Triage system for your inbox
- Tips for meeting management
- Dealing with interruptions
- Being assertive face to face and on the phone
- Saying 'No!'
- The importance of clear communication and ensuring decisions are made and understood
- Self discipline and changing my working habits – what do I practically need to do to make more time

Duration

One day