Personal Organisation and Time Management

Who would benefit?

This course is designed for a Individuals who have the responsibility for controlling or organising their own schedules and prioritising their workload.

Objective

The pace of change, the flexibility required of all staff, the higher rate of work output and productivity are some of the factors that put intense pressure on all of us. This course aims to improve our effective use of time.

By the end of this course, delegates will understand the concepts of time management and the factors affecting their time. They will learn the necessary skills for achieving their key tasks and business objectives.

Content

- **Time: The Most Important Resource**
  - What is time?
  - Time wastage
  - How do I use my time
  - Time Log
  - Job analysis
- **The Pareto Principle**
- **Motivations**
  - Procrastination vs motivation
  - Maslow – hierarchy of needs
  - Encouraging motivation
- **The Importance of Personal Goals**
  - SMART goals
  - Accomplishing goals
  - Personal action plan
- **Planning Time**
  - Prioritisation
  - Eisenhower grid
  - Daily planning ritual
  - Planning tools
  - Energy cycle
- **Your Workplace**
  - Your desk
  - The in-tray and the out-tray
  - The desk file system

- **Performing Under Pressure**
  - Identifying stressors
  - Awareness of stress signals
  - Strategies for harnessing stress positively
- **Time Stealers**
  - Meetings and telephone
  - Delegation
  - Distribution of responsibility
  - Priorities, communication
  - Indecision, crises
  - Saying No!
  - Involved in too much
  - Unfinished tasks
  - Self-discipline
  - Drop-in visitors
  - Too much routine work
  - Paper, reading
  - Personal disorganisation
- **Thirty Ways to Make More Time**
  - Preparation and organisation
  - Dealing with interruptions
  - Meeting management
  - Dealing with the telephone
  - Office systems
- **Course Summary**

Duration

One day

Pre-requisites

None