



4D Training

## Time Management

### Who would benefit?

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

By the end of this course, delegates will be able to:

- Identify your time bandits
- Understand the use of to-do lists and the ABC prioritisation technique
- Manage email to reduce time spent checking messages
- Know how and why you should write SMART goals
- Learn tips for saying "no."
- Learn how to delegate effectively
- Develop an action plan for the better use of your time

### Content

- The realities of time management
  - What is time management?
  - Self analysis - how I spend time at work
  - Who and what are my time bandits?
  - How our personalities impact on the way we deal with our workload
- Proactive v reactive working
  - The difference between reactive and proactive working
  - Why urgent tasks are not always important tasks
  - Identifying when and why I am reactive
  - How to be more proactive
- Paperwork, telephone, email and interruptions
  - Tips and techniques to deal with these in a time-effective way - whilst maintaining and fostering effective working relationships
- Delegation
  - Why we don't
  - Why we should
  - How we should

### Duration

One day

### Pre-requisites

None