

effective Time Management

PROGRAM OVERVIEW:

Great time management is your secret weapon for making smart choices about how you play your day. In today's fast-paced, ever-changing, and high-pressure work environments, the demands on our attention, focus and time have never been greater.

Research shows that the average employee wastes 40% of their workday because they never learnt strategies and skills to cope with increasing workloads and demands.

Effective time management is about knowing which tasks to put at the top of your to-do list and deciding the perfect time to smash them out. When you get the hang of managing your time, you don't just do more, you do it better and faster.

This Time Management course will empower you with strategies to take back control of your time by better analysing workloads, prioritising tasks and overcoming procrastination.

KEY LEARNING OUTCOMES:

Participants will:

- Recognise the benefits of effective time management.
- Understand how poor time management impacts motivation and well-being.
- Identify major time robbers and learn to control them.
- Identify personal energy cycles and ultradian rhythms for maximum effectiveness.
- Learn to set goals and prioritise effectively.
- Learn to organise the workspace for efficiency - both at home and in the office.
- Manage Email more effectively.
- Learn how to set boundaries.
- Learn the skills of negotiating manageable work/time plans and delegating.
- Set daily rituals for better productivity.
- Gain lasting skills to tackle procrastination.

DURATION:

- 1x half day

PROGRAM PREREQUISITES:

There are no prerequisites for this course.



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DETAILED PROGRAM OUTLINE:

Goals of Effective Time Management

- Group discussion of the benefits of effective time management
- How is poor time management impacting you?
- Exploring Busy vs Productive

Time Robbers

- What's stealing your time? Survey to identify your personal time robbers.

Personal Effectiveness

- Pareto Principle – the 80/20 rule
- Your Energy Cycle - making use of your prime time: Respect, Protect, Direct
- The Ultradian Rhythm - The Science around taking Effective Breaks

Managing Distractions

- Controlling technology including email management
- The Myth of Multi-Tasking
- Finding Flow states - Mindful focus

The Prioritisation Matrix

- Presentation of the Stephen Covey 4 quadrant model on Urgency v's Importance to prioritise time.
- Identifying how the everyday choices we make, impact our time and focus.
- Setting Boundaries

High Productivity Strategies

- How well do you Plan?
- Breaking down tasks (Chunking)
- The Pomodoro Technique
- Beating procrastination – The concept of "Eat That Frog!"
- Managing competing demands, expectations and delegating

Self-reflection and Action Plan

- Creating habits for success
- Learning Transfer - implement and embed the learnings

