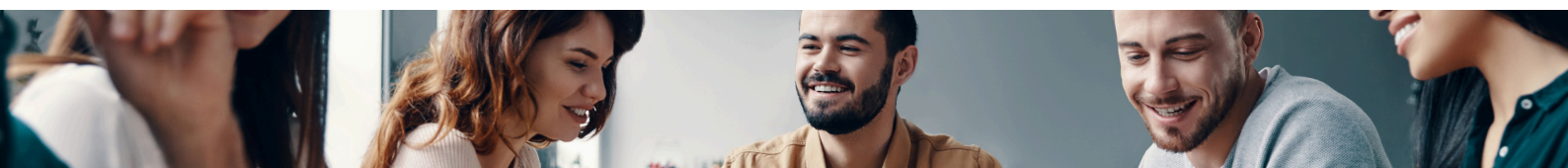# time
Management

PROGRAM OVERVIEW:

Achieving work-life balance is a mighty challenge for all of us.

Dealing with high performance expectations in a fast paced and constantly changing work environment, means the day to day demands on our attention and time are greater than ever. This course provides tools and techniques that enable you to take back control of your time by getting into the right mindset, learning how to effectively prioritise and focusing on identifying and achieving short and longer term goals.

We also look at better scheduling strategies, leading more productive meetings and making smarter choices with technology. This course gives you the skills and confidence to more effectively manage your time, reduce daily stress and increase your overall productivity.

KEY LEARNING OUTCOMES:

- Explain the 'above the line' model
- Recall how the 'above the line' model supports taking control of your time
- Define the core purpose of your role
- Recall the prioritisation matrix and describe the 4 different quadrants
- Use the matrix to prioritise your current tasks
- Identify how you can reduce time spent in quadrant 1
- Explain how to effectively identify, plan to attain your performance goals
- Describe the SMART principle and use it to write a clear performance goal
- Determine steps that will achieve a SMART goal
- Explain the concept of a WRAP and apply this to your weekly schedule
- Discuss how you can manage time spent in quadrant 3
- State the 3 steps to politely and professionally say 'no' to an unreasonable request
- Practice saying no to an unreasonable request
- Discuss how to more effectively integrate energy levels into your daily scheduling
- Articulate strategies that enable you to better manage time spent in meetings
- Determine ways to take more control of technology and email
- Establish a personal action plan that aims to improve your time management.

PeopleTank
Learn. grow. Transform.

time
Management

WHO SHOULD ATTEND?

- This course that is suitable for anyone seeking to be a more effective time manager. In particular, if find yourself being distracted by less important things whilst trying to achieve tight deadlines for core projects. Or if you have trouble with the sheer volume of work that you have to complete and find yourself spread too thinly across numerous tasks
- This course will enable you to make day to day choices that support improved personal productivity and goal attainment, providing you with a platform to take control of your time and achieve a more ideal work life balance.

PROGRAM INCLUSIONS:

- Training from an experienced PM facilitator
- Learner guide
- Pre and post online learning activities.

DURATION:

- 1x full day
- The program can also be delivered as 2x half days or 2x 3hr ZOOM modules.

PROGRAM PREREQUISITES:

There are no prerequisites for this course. Participants will be asked to bring their current weekly schedule so they can practice applying a range of time management techniques.

PeopleTank
Learn. grow. Transform.
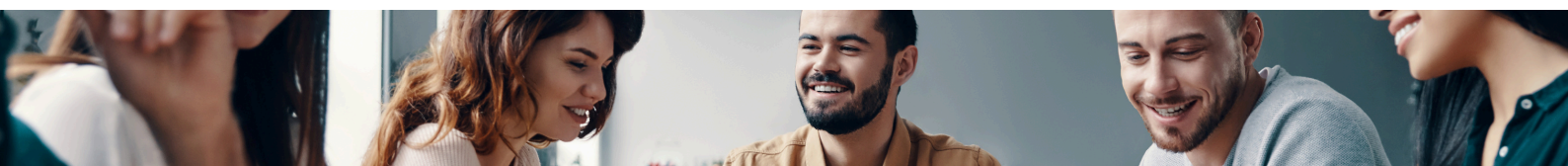
Time Management

DETAILED PROGRAM OUTLINE:

Module 1 - Take Control of Your Time

Introduction
- Program outline and expectations
- The need to take the lead
- The above the line model
- Understand and reverse a below the line response

Prioritise your Tasks
- Understand the big picture
- Clarify the purpose of your role?
- Urgent versus important tasks
- Explore the prioritisation matrix
- Apply the matrix to your role

Module 2 - Achieve More Each Week

Planning for the longer term
- Options for expanding the quadrant of leadership
- Step away and think more strategically
- Determine your work goals
- Apply the SMART principle
- 3 steps to goal achievement

Module 3 - Choose to Work Smarter

Assert yourself
- Manage the quadrant of deception
- Negotiate unreasonable requests
- Learn to say 'no'
- Understand and schedule to your energy cycle

Manage your meetings
- Understand the meeting process
- Lead productive meetings

Work smarter with technology
- You and your inbox
- Tips for managing email

Be the change
- Identify relevant actions that can be applied to your workplace projects