

EFFECTIVE TIME MANAGEMENT

(1 day)

Up to 10 delegates

This course focuses on managing time better to be effective in one's role, and the traps managers commonly fall into.

Time is spent identifying why an individual wants to manage his/her time better, and what conflicting values and beliefs are getting in the way. It then looks at setting realistic goals and tackling these barriers to good time management.

The content is as follows:

- Welcome/objective setting
- Why we manage our time better in some situations compared to others – using Logical Levels of Behaviour model to identify what is driving our actions
- Exercise – identifying personal values about time usage and conflict with the needs of the job
- Getting priorities right – understanding 'Positive Active' and 'Reactive' tasks – how should a manager be using his/her time, planning short/long term
- Putting first things first – using Stephen Covey's Time Management Matrix to look at how a manager needs to use time to be effective in his/her role and minimise stress to self/others
- Review personal time logs – identify opportunities for changes to be made
- Time Management Tips – effective use of diary, working effectively
- Review/Action Plan/Goal Setting