

Effective Time Management - 1 Day Workshop

This workshop is designed to raise awareness of personal time wasting and to identify a range of techniques and tips to enable your staff to save time and make your working day more productive. We all have the same amount of hours in the day, some people learn to manage those hours effectively and some of us develop poor time management habits; a 5% increase in productivity equates to 11 additional days per annum. This workshop consists of tips, techniques and activities to enable people to make the best use of time.

Content

Identify your personal time management issues and solutions to these

- Questionnaire and self analysis

Identify and understand your behavioural style in relation to time management

- In time or out of time?
- Type A or B?

Apply a range of prioritisation, planning and goal setting techniques to your work

- The Alice in Wonderland Approach/Goal Setting
- Reactive vs Proactive time
- The 4 D's by John Adair
- Urgent vs Important
- Daily Planning

Know how to avoid procrastination and when it can be useful

- Your own style of procrastination
- Tools to avoid procrastination
- When procrastination becomes a Time Management Tool

Strategies for effective personal organisation

- Top Tips for Managing E-mail
- Your desk and files
- The telephone and other people

Estimate the amount of time you *could* claw back by applying tools

- Where can you save time?
- How will you utilise the saved time more effectively?

Produce and commit to implementing your personal time management action plan

