

# Essential Time Management Skills

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## Description of Course

Time management is essentially self management.

In this course, delegates will learn what time means to them as individuals, how projects, goals and tasks need to be incorporated into an efficient time management system as well as looking at how our interaction with others can positively or negatively influence the distribution of our time.

## Course Objectives

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

- Recognise what prevents them from making the best use of their time
- Make necessary long medium and short term plans to help schedule and organise activities
- Manage their 'To Do List' effectively
- Control interruptions so they have limited impact
- Recognise and manage common time wasters
- Identify why they procrastinate and how to manage it

## Duration of Course

1 day

# Course Outline

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## Where does your Time Go?

- An activity that encourages participants to work together to identify what prevents them making the best use of their time.
- Identifying our time bandits

## If I had more time...

- Participants think about what they would do if extra time were available to them.

## The Big Picture

- Participants complete an aspirations questionnaire to help them identify their long term goals
- How long term goals form an important part of time management

## Turning Goals into Reality

- An activity to help participants plan the activities which turn ambition into reality.
- A look at medium and short term planning

## Importance vs Urgency

- How to categorise tasks according to importance and urgency
- Prioritising tasks

## Effective to-do lists

- Best practices of to-do lists
- How to break 'stuff' into doable tasks – 'What's the next action?'
- Designing a personalized list that works for you

## Managing Interruptions

Identification and management of interruptions that interfere with our effectiveness.

## Procrastination

Activities to help participants recognise where they procrastinate, why they do it and how to manage it.

## Delegating

- What should we delegate and who should we delegate to?
- Participants examine some delegation advice from famous people and consider the relevance to themselves.