

TIME Management for Success

OBJECTIVE

Time Management for Success is designed to build self awareness around the impacts of personal style on time management, along with specific skills to deal with procrastination and 'time wasters'. Skills and tools developed include the chunking of activities, prioritisation, delegation, meetings, phone calls, appointments and walk-ins.

TARGET CUSTOMER

All staff.

LEARNING OUTCOMES

- Participants will determine the influence of personal style on work habits and time managements
- Establish a number of general skills aimed at increasing their control and effectiveness over "outside " issues.
- Understand the principles of Prioritisation
- Busting with the procrastination cycle
- Learn the principles of Covey's time management matrix

WORKSHOP OUTLINE

- Style and time
- First Thing First ... what do we really do?
- The four principle areas of personal operation
- When do I work best?
- Prioritisation
- Planning ... daily, weekly and "conference" planner
- How to organise and run an effective meeting .. if you really need it!
- The procrastination cycle
- Phone Control, Appointments and that Friendly Visitor

DURATION

Three (3) hours