



Workshop title: Time Management 1

Aim: To give managers and staff more control of their time, reduce their stress and help them to be more productive.

Designed for: Managers and staff who want to improve their effectiveness in the way they manage themselves and their time.

Objectives: During the workshop, participants will:

- define the purpose of their job and set clear goals for key result areas
- decide their priorities in terms of the important and urgent
- use planning techniques to control workflow, meet deadlines and work with others
- look at time stealers that rob their time and make plans to tackle them

Method: The workshop will be highly participative, using discussion and exercises. Participants are encouraged to contribute from their own experience and learn from each other.

Length: One day

Content: Approaches to time management

- * Attitudes and assumptions that underpin use and abuse of time
- * Your key result areas as a measure for time management

Goals and key result areas

- * Ensure goals turn theory into practice, purpose into action
- * The difference between efficiency and effectiveness
- * Methods of working out priorities in relation to goals

You never plan to fail, you only fail to plan

- * Flexible and forward planning to achieve deadlines
- * How to keep on top of priorities and make them happen
- * The truth of time logs: is time spent on key result areas and priorities?

Time stealers

- * Activities and people interrupt and deflect you from key result areas
- * Control paperwork rather than it control you
- * Cut down on wasted time and avoid procrastination problems