



**Workshop title: Time Management 1**

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- 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 their job purpose and set clear goals for their key result areas
  - decide their priorities in terms of the important and urgent
  - use planning techniques to control workflow, meet deadlines and work in a helpful way with others
  - identify time stealers that rob them most of time and devise strategies to remedy this
- Method:** The workshop will be participative, using discussion and exercises. Participants are encouraged to contribute from their own experience and learn from each other.
- 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?
- Time stealers**
- \* Activities and people that deflect you from key result areas
  - \* Control paperwork rather than it control you
  - \* Cut down on wasted time and avoid procrastination problems