

Personal Effectiveness

Duration: 1 day

Time is one of the most wasted resources. To be effective, people must be able to manage their time. They must learn to delegate and prioritise in order to reduce stress and conflict and to meet deadlines. This course gives delegates the tools and strategies to plan and prioritise their workloads. Delegates will learn how to eliminate time wasters, schedule their time effectively and how to deal with interruptions. Participants will be required to record their working practices for 5 days prior to attending this 1 day course.

Who should attend this course?

Individuals who feel that work is managing them rather than they are managing work.

Course Objectives

Upon completion of this course participants will be better able to:

- Explain the importance of time management to individuals, departments and organisations
- Analyse their current allocation of time on a regular basis
- List the different types of time waster activities and identify which they suffer most from
- Set up effective systems to review progress towards pre-set goals for both projects and routine work
- Manage distractions and the 'unexpected' effectively
- Utilise tools and strategies for effective time management
- Recognise the causes of stress and list methods to help reduce its affect

Course Outline

Introduction to Time Management

- Understanding the importance of time and priority management
- Analysing and defining your job role
- Producing well defined objectives
- Establishing responsibilities and priorities
- Recognising different time wasters

Managing yourself

- Self-assessment exercise
- Identifying your own time management style
- Identifying your own time wasters
- Learn how to be self-disciplined

Personal Development

- Develop a personal action plan for effective time management for use in the workplace

Assertiveness

- Identifying the three main types of behaviour associated with assertiveness
- Develop good management techniques to deal with pressure from others

Tools and Strategies for Time Management

- Using Outlook, iPhone, iPad, diaries and other tools for planning
- Defining the difference between urgent and important
- Planning and prioritising your working day
- Dealing effectively with distractions
- Techniques for staying focused