

PD™: Time Management Training

Duration

1 day

Introduction

This dynamic Time Management Course will provide you with techniques and methods to become more productive and to manage your time more effectively. You will learn effective time management strategies such as goal setting, task prioritisation and how to overcome procrastination.

This Time Management Training course is about doing the right things in the correct order and doing them better.

Learning Outcomes:

- Set S.M.A.R.T. goals
- Prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency and productivity
- Master when & how to delegate for maximum productivity
- Set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings

Course Content:

Lesson 1: Goal Setting

The Three P's

S.M.A.R.T Goals

Prioritising your goals

Visualisation

Lesson 2: Prioritising your Time

The 80/20 rule

The Urgent versus Important Matrix

Assertiveness

Lesson 3: Planning Wisely

Creating your Productivity Journal

Maximising the power of your productivity journal

The Glass Jar: rocks, pebbles, sand and water

Chunk, block and tackle

Ready, Fire, Aim!

Lesson 4: Tackling Procrastination

Why we procrastinate

Nine ways to overcome procrastination

Eat that frog!

Lesson 5: Crisis Management

When the storm hits

Creating a plan

Executing the plan

Lessons learned

Lesson 6: Organising your Workspace

De-clutter

Managing workflow

Dealing with e-mail

Using calendars

Lesson 7: Delegating Made Easy

When to delegate

To whom should you delegate

How should you delegate

The importance of full acceptance

Lesson 8: Setting a Ritual

What is a ritual?

Ritualising sleep, meals, exercise

Examples of rituals

Using rituals to maximise time

Lesson 9: Meeting Management

Deciding if a meeting is necessary

Using the PAT approach

Building the agenda

Keeping things on track

Making sure the meeting was worthwhile

Lesson 10: Alternatives to Meetings

Instant Messaging and chat rooms

Teleconferencing

E-mail Lists and online groups

Collaborating applications