

# Time Management

*"Time is really the only capital that any human being has, and the only thing he can't afford to lose."* Thomas Edison

Personal time management skills are more critical in today's work environment as organisations are using fewer people to do more work than before. There is much more pressure in today's workplace marked by tighter deadlines, prompt schedules and fast business pace. Those able to successfully implement time management strategies are able to control their workload leading to higher productivity!

Our Time Management workshop is designed to help you set your own priorities, manage the expectations of others and become more effective in the workplace. It will give you the strategies and techniques such as personal motivation, delegation skills, organisation tools etc, that you need to make the most of your precious time.



## Course Objectives and Content

### KEY LEARNING OBJECTIVES

1. Identifying the biggest 'time thieves' which reduce productivity and establish solutions to reduce or remove their negative impact.
2. Acquiring practical time management skills for scheduling, planning and prioritising work efficiently.
3. Tackling procrastination; overcoming this block and learning to eat your frog!
4. Developing practical techniques and strategies for more effective time management.

### WHO IS THIS FOR?

This course is suited for everyone in any organisation!

### COURSE CONTENT

1. Managing yourself; identifying your priorities, linking time to your objectives.
2. Setting SMART goals; prioritising your goals, visualisation.
3. Prioritising your time; the 80/20 rule, the urgent versus important matrix, assertiveness.
4. Using planning and scheduling techniques; planning wisely; maximising the power of your productivity journal, chunk, block, and tackle!
5. Tackling procrastination; why we procrastinate, nine ways to overcome procrastination, eat that frog!
6. Crisis management; when the storm hits, creating a plan, executing the plan, lessons learned.
7. Managing information flow; dealing with e-mail, using calendars.
8. Effective delegation; when to delegate, to whom? How to delegate, keeping control, the importance of full acceptance.
9. Meeting deadlines; understanding Hofstadter's Law and delivering what you promise.
10. Meeting management; deciding if a meeting is necessary, using the PAT approach, building the agenda, keeping things on track.

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