

Time & priority management

Duration

1 day

Suitable For

All employees responsible for managing a busy workload. The workshop aims to help delegates focus on what is important, and enable them to go home at the end of the day feeling that they have achieved something and maintained control! (as opposed to feeling that the day has controlled them)

Objectives

By the end of the course delegates will be able to:

- Highlight their specific time management issues
- Understand how they see time and therefore how they manage it.
- Describe the six rules of time management.
- Differentiate between urgent and important and prioritise effectively.
- Manage interruptions.

Course content

How do I see time?

- Highlight time management issues
- Time management preferences
- Time management questionnaire

Tools & techniques

- 6 rules of time management
- Personal contract

Prioritising

- Urgent vs important
- Prioritising grid
- Planning vs reacting
- Prioritising interruptions

Time management & others

- Managing interruptions
- Effective communication
- Adding value to all we do
- Supporting each other

Planning how and when to apply new tools/skills

- Practical exercise
- Action planning

Course Evaluation and Next Steps