

TIME MANAGEMENT

Workshop Outline

AIMS:

Time is one of our most valuable resources, we complain about there not being enough hours in the day, yet we typically devote the majority of our time to low priority work. The potential to achieve more in your job and career is partly dependent on how well your time is managed.

The aim of this module is to provide participants with skills and techniques to help them be more effective in their management, planning and prioritising of their workload. This should enable them to become more effective and improve personal performance and productivity. Participants will also look at two other areas; and how to chair productive meetings and identifying the difference between pressure and stress and examine a range of strategies for dealing with it, in both themselves and other team members.

LEARNING OBJECTIVES:

By the end of this workshop participants will be able to:

- Deal with paperwork and understand the value of a clear desk policy
- Be able to plan and prioritise their work more efficiently, having identified how to distinguish between urgent and important tasks
- Assess current practice with regards to key result areas and allocate key time to the priority areas of their responsibilities
- Look at the time stealers and how interruptions can be minimised
- Understand key requirements for successful meetings including; producing an agenda, facilitating discussion, timing and summarising
- Identify negative stress in themselves and others and find ways of handling their own stress and helping others to handle theirs
- Identify, and set, personal positive outcomes that will succeed in maintaining a balance between home and work
- Clarify the meaning of delegation and where, when and what it is appropriate to delegate
- Prepare an action plan with short, medium and long-term goals

APPROACH:

This module will be highly participative using a range of discussion, presentation and group exercises. The latter part of the afternoon session will be devoted to developing a personalised, realistic action plan for the future.