

Time Management

Do you constantly find yourself with too much to do and not enough time to fit it all in? Are you reactive, always responding to demands from others as they hit your desk?

Don't know what to do next..... Everything is urgent..... Emails are "killing" "me.....!"

These are just some of the comments we hear from people before they commence our dynamic four hour Time Management program where we work with small groups from within an organisation to assist people to:

- Gain control of their day
- Develop a process to manage work
- Manage paper flow
- Develop daily , weekly and even yearly plans
- Set goals
- Focus on the most important tasks
- Prioritise and recognise what's important

What you will learn

- How to determine priorities
- How to make decisions on the run
- Develop dynamic to do lists
- Email management
- Understand the 80/20 rule
- How to make productivity tools work for you
- How to identify time wasters

This program is run over four hours with an optional individual coaching session.



"A dream is just a dream. A goal is a dream with a plan and a deadline."

Brad Hanson

What you will cover

- Time management & self management
- Understanding & reconciling the shifting priorities in your workday
- Time wasters how to identify & tame them
- Setting achievable goals
- Identifying & Setting priorities –distinguishing urgent – important - valid
- The importance of delegation – tips & tools
- Making emails work for you
- Handling paperwork – Techniques & useful tools
- Distinguishing between productive & efficient – concentration, the key to productive efficiency.

Who should attend?

Managers, team leaders, supervisors and team members.