

Academy of Training

Time Management Skills

Overview

To keep up with the demands of a busy job requires many skills. We must be able to handle not only the technical challenges of our jobs but also the demands of a heavy workload, getting things done on time and deal with the people behind all those competing demands.

To do so, we must learn how to manage our time effectively. We must be able to organise and plan our work, manage interruptions and handle time-wasters. We must also be able to prioritise our work and keep to our plans as far as possible without being unhelpful or unco-operative.

Objective

The aim of this one-day workshop is to assist participants in developing key time management skills so as to optimise use of their time and help them get more out of their day.

Content

Topics covered in the workshop include:

- Key habits of effective professionals
- How wisely do we manage our time right now
- Planning and organising our day
- Using Time Logs - Time Log spin offs
- Tools for breaking jobs down and scheduling tasks
- Setting and preserving priorities
- Using peak energy time
- Distinguishing between urgent and important tasks
- Handling interruptions and procrastination
- Managing e-mail effectively
- Skills for working remotely
- Key time management tips
- Assertiveness and negotiation skills for time management
- Setting limits, saying "no" and negotiating alternatives
- Developing a personal action plan linked to competencies.

Resultant Benefits

On completion of the workshop, participants will be able to manage both their time and time-wasters more effectively.

They will also be able to apply key time management techniques to the planning and organising of their work, breaking jobs down into manageable components and developing action plans to improve productivity. They will also be better equipped to handle competing requests constructively, set limits and negotiate alternatives.