



Time Management

Course Overview

Time management is really about self-management and learning to work smarter rather than work harder. It also means being willing to change and adopt new, or more productive habits. This one day course offers practical tools and techniques for making best use of time, feeling more in control and reducing stress levels. Participants are asked to complete a time log prior to attendance. Full instructions and a template are provided to facilitate this task.

Who should attend

Anyone who wants to learn how to use their time more effectively, to achieve their goals and in general to feel more in control of their workload.

Course Objectives

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

- Analyse time use and identify time wasters, unproductive habits etc. and take steps to avoid or deal with them effectively
- Understand own working style and the impact it has on managing time
- Plan, prioritise and schedule tasks in line with urgency and importance
- Set up efficient systems for dealing with paperwork and emails
- Use assertiveness techniques to manage interruptions and say 'No'

Course Content

- Time as a resource and key principles of time management
- Benefits of better time management – personal and organisational
- Analysis of current time use and alignment with key job objectives

- Identifying time wasters and other barriers to good time management
- Different working styles and impact on personal productivity
- Time management quadrants – Urgent versus Important
- Getting organised – setting objectives, planning and prioritising
- Conquering procrastination – the greatest ‘thief of time’
- Awareness of personal prime time and what to do with it
- The Pareto Principle or 80:20 rule
- Using assertiveness techniques for managing interruptions and saying ‘No’
- Using planning tools including Outlook
- Tips for dealing efficiently with paperwork and emails
- Practical exercises and questionnaires
- Personal action plans and committing to new habits

Reviews

“Very helpful and very relevant. Course enjoyable, good steady pace. Very much needed.”

MM, Hanover Housing Association

“Excellent delivery. The course covered many areas and all were relevant to our work. It was good to see other people’s reaction to what was discussed.”

BB, Muir Construction

“Very good delivery. Common sense approach and time given for ‘student’ input.”

IW, Northern Lighthouse Board

“Content relevant not just to work but home as well. Trainer was effective, knowledgeable and personable.”

DT, Moredun Research Institute

“Content extremely relevant. Margaret was helpful, effective and knowledgeable.”

EM, Scottish Agricultural College

“Excellent delivery. Helpful content to pass on to other colleagues too.”

NF, Bell Ingram

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