

Time Management

Workshop Background and Aims

We constantly hear people saying that there aren't enough hours in the day. Unfortunately, we can't make more time however we can use our time more effectively. Effective time managers manage their time well through doing those things that matter – that deliver results; they prioritise and plan their activities. The aim of this workshop is to enable participants explore how they too can manage their time better and thus improve their effectiveness – deliver the results that matter.

Workshop Objectives

By the end of this programme you will

- Know how to develop more effective work practices and habits
- List ways to make better use of your time
- Identified time wasters and developed techniques to reduce or eliminate them
- Have prepared a personal action plan to develop the skills required and implement steps to manage your time.

Workshop Format

The programme will be highly participative and include discussions and exercises to address the objectives. The participants will be encouraged to interact and discuss the relevant areas to ensure that knowledge and skills are developed.

Workshop Content

- The benefits of time management. **Your goal:** what could you do with an extra hour per day? The participants will develop *drivers* for changing current habits and creating new ones
- The skills and practices of good time managers. Exploration and discussion of good time managers and explore what it is that they do and how they do it. The insights they get from this will be used to support the content of the programme and create the inner desire to develop and model similar behaviours. The discussions here will also be linked to Stephen Covey's *7 Habits of Highly Effective People*
- Effective Time Management Behaviours. This section moves on from the previous section to explore the behaviours and habits identified and determine the importance of them and how to challenge their current behaviours to develop them. Content typically covers:
How to focus on goals and prioritise them; creating manageable objectives and tasks from prioritised goals; scheduling day/week taking into account unplanned and unexpected activities; planning work with and for internal customers; analysing time

to understand current use and identify where time is wasted; determining ways to minimise or eliminate time wasters; understanding procrastination and how to address it

- Writing to-do-lists effectively. Many people write to-do-lists however end up being governed by them, many others have *given up* writing them. This section will explore how to write to-do-lists so that you control them rather than they control you and link back to prioritisation and scheduling. How to plan for the month, week and days to enable better prioritisation and task closure
- Delegation and its role in time management. This section will explore the importance of delegation and how to use effectively whether the delegator or delegate
- Common time wasting activities and steps to reduce or eliminate them. The discussions here will draw on insights from the earlier part of the day as well as sharing approaches that other participants use
- Throughout the day the participants will explore how they can use the techniques and approaches to manage their work and time more effectively, the barriers they will face, how to overcome them and measure their progress to help achieve their goal
- Development of personal action plan.