

Time Management

For all employees | 1 day

Participants will more effectively plan, prioritise and complete their work in terms of its urgency and importance. If managers/supervisors, they will also lead and coach their staff to do likewise.

Objectives

On completion of the training, participants will be able to:

- accept personal responsibility for management of their time (we all have 24 hours a day!)
- prioritise and complete their work in terms of its importance and urgency
- minimise crisis management through effective forward planning
- if managers, assist team members to more effectively manage their time
- pinpoint the areas in which they can improve their management of time
- work towards finding an appropriate balance between their work and personal lives

Key Content

- Time: a precious and limited resource
- How successful people manage their time
- How important? How urgent?
- How *should* I spend my time? How *do* I spend my time?
- What issues impact on my (and my team's) management of time?
- Experiential group exercises
- "If you fail to plan, you plan to fail" - the importance of planning
- How do you spend your day? How do you spend your life?

Comments by Participants

- Reinforced and clarified the basic issues of managing time
- Greatest benefit: finding the time to balance all aspects of my life; prioritising what is important
- My goals were met, in fact, the workshop exceed my expectations
- Extremely informative
- A most interesting and rewarding day
- Very relevant, and examples were very realistic
- Much better than I expected
- It exceeded my expectations. The activities were fun and gave me the chance to evaluate my life and determine the changes I need to make.