

Practical Time Management for the Busy Manager

Target Audience: All managers that need practical tools and techniques for improving the way they direct their time. Suitable for line managers, matrix managers and project managers.

Key Learning Outcomes

- Understand your own personal time management effectiveness and time management style.
- Clarify your own and your team's priorities.
- Proactively plan and prioritise your time more efficiently.
- Focus on the 20% effort that gives you the 80% value.
- Learn how to delegate more effectively.
- Manage multiple priorities and eliminate time wasters.
- Establish a time management system that works for you.
- Develop a focused 21-day plan to keep you focused on improving your time management.

Course Experience

- ✓ Theory: Latest best practice
- ✓ Team discussions and exercises
- ✓ Self Assessment
- ✓ Technique application practice
- ✓ Film clips
- ✓ Personal action planning

Course Outline

MORNING SESSION

Time Management Styles

- Introduction to Time Management
- Understanding Habits
- Team Exercise: *Promises, Promises!*
- Personal Time Management Assessment – Understanding Your Profile

Effective Planning and Prioritisation

- Time Direction - Different Methods of Time Planning
- Prioritising Methods
- Developing a Purposeful Mindset: Making 80/20 Work for You
- Using Time Management Aids Effectively

AFTERNOON SESSION

Arresting Your Time Wasters

- Identifying and Eliminating your Time Wasters
- Confronting Procrastination
- Better Meeting Management

The Art of Delegation

- What to Delegate ?
- The 5-Step Delegation Process

Beginning the Journey to Success

- Time Management Tips for the Busy Manager
- Establishing a System to Manage Your Time
- Personal Energy Management – the New Time Saver
- Your 21 Day Action Plan

Pre-Course Work: Completion of Pre-Course Questionnaire and *Personal Time Management Effectiveness Self Assessment*

Course Material: Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

Ideal Number of Participants: 9

Maximum: 12

Minimum: 4