

Planning and prioritising are the keystones for effective time management. What happens to knock you off course? Procrastination, interruptions, ineffective delegation, and unclear communications and responsibilities can all thwart your plans. The solution lies in being aware of the specific problems you yourself face, and training in the skills and techniques to overcome these obstacles.

Your Workshop Leader: Tony Bray

LEARNING OUTCOMES

By the end of the course delegates will:

- have identified those aspects of personal time management which need improvement
- have reflected on the purpose of their job, and the key results which contribute to overall success
- have two ways to prioritise tasks to achieve their key results
- understand the difference between progress and maintenance tasks
- know how to say 'no' gracefully
- have identified their main time wasters and decided how to minimise them
- leave with a firm action plan for immediate implementation.

SKILLS AND TECHNIQUES

- The 'vital few' and the 'trivial many'
- Time logs – where does your time actually go?
- Job purpose analysis
- Using 'to do' lists
- Prioritising using 'urgency' vs 'importance'
- The shuttle sort
- 'Progress' vs 'Importance'
- Saying 'no' gracefully using ADQ
- Sunflower analysis - whose help do I need?
- Planning and scheduling effectively

WHO SHOULD ATTEND

Suitable for anyone who recognises their Time Management could be better, and is looking for new or different approaches to keep pace with the speed of modern life, both at work and in the home.

Outline Programme

Participants will be asked to complete a time log for several days before the course.

Welcome and Introductions

- Participants share key time management issues
- The 'vital few' and the 'trivial many'

Job purpose analysis

- 'Line of sight' between you and corporate strategy
- Key Results Areas - 'checks and balances'
- Analyse time logs and compare actual time usage with 'ideal' allocation.

Refreshment break

Managing your Time

- Listing upcoming tasks/activities on a 'To do' list
- The Pareto principle at work
- Assigning priorities using urgent/important grid
- Assessing priorities using the Shuttle sort

Lunch

Taking the initiative

- Proactive or reactive?
- Balancing 'progress' and 'maintenance' tasks

Exert your influence

- Influencing others to gain help and support: Sunflower analysis
- Key delegation skills

Reduce time wasters!

- Identify personal time wasters and select the top 'offenders'
- Discuss underlying causes and potential solutions

Refreshment break

Saying 'no' gracefully

- Deflecting unreasonable requests using 'ADQ'

Schedule your time

- So you know what you have to do... how do you manage it day-by-day?
- Review the pros/cons of various options available
- Top time management tips: which work for you?

Personal action planning

- Review whole course and prepare action plans

Close of Workshop



COMMUNICATE

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