

## Time Management & Personal Effectiveness

**Description:** Do you find yourself under pressure and rushing to meet deadlines? Have you ever gone through your diary and wondered what you spent the time on? Would you like to **make better use of your time**?

This programme is an opportunity to review and improve your time management, allowing you to plan for the future while dealing with day-to-day tasks.

- Benefits:**
- ✧ Have clear objectives that meet the requirements of stakeholders
  - ✧ Achieve goals and meet deadlines
  - ✧ Be in control of your time
  - ✧ Leave the office knowing you've done the most important things

**Audience:** The briefing is designed for anyone who needs to learn the essential skills of managing their time effectively and optimising their personal effectiveness.

**Duration:** *Half Day*

**Before the event:** Learners are asked to look at their time sheets and consider which activities were most productive.

**Objectives:** On completion of this briefing participants will be able to:

- ✧ Better organise themselves and their workspace for peak efficiency.
- ✧ Understand the importance of, and the most useful techniques for, setting and achieving goals.
- ✧ Identify the right things to be doing and develop plans for doing them.
- ✧ Learn what to delegate and how to delegate well.
- ✧ Take control of things that can derail workplace productivity.



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**Content:** Learners are taken through a series of exercises where they examine their current practices and learn new approaches.

### PRIORITISING

- ✧ Setting goals
- ✧ Deciding what's important
- ✧ Doing what's important

### PLANNING

- ✧ Finding time for long-term planning
- ✧ Getting more from your diary
- ✧ Deadlines and how to meet them

### PREVENTING TIME-WASTING

- ✧ Coping with e-mail and paperwork
- ✧ Minimising interruptions
- ✧ Getting the most from meetings

The session concludes with the formulation of an **action plan**.

### AFTER THE SESSION

Having had some time to absorb the concepts and try out the techniques, participants review and revise their action plans.



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