

## **Time Management**

**Recommended duration – 1 day**

### **Course Objectives**

- Actively acquire a variety of Time Management Techniques
- Understanding and agreeing the Principles of Time Management
- Managing Effective Meetings as a Chairperson or a Delegate

### **Course Content**

Defining Time Management and dealing with the consequences of Poor Time Management

Prioritising Tasks – What you ARE doing vs. what you SHOULD be doing

- The Pareto Rule
- Urgent vs. Important
- Managing the tasks you have control over

Managing your day-to-day life activities

Understanding your job

- Setting objectives with your Managers
- Setting SMART objectives
- Using planning tools

Typical Time Wasters (based on 'Time Log's' previously completed)

- Core Time Management Techniques

Managing Meetings (as a Leader and Delegate)

Action Planning

### **The Trainers Promise**

- To use minimal PowerPoint and maximum group exercises and experience
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- The course will be conducted with approximately 70% exercises and 30% theory