

Time management tools

Full Day



This practical workshop provides the tools to help you get more of the important things done at work and home. The course starts with setting clear work and personal goals and then develops a systematic approach to achieving these goals.

Identifying what's *really* important

- How do personal and work goals help people achieve more?
- The 5 elements of a SMART goal
- How to develop plans to ensure goals are achieved
- How to devise simple *contingency plans* to reduce the impact of crises

Being effective as well as efficient

- The key to ensuring you're spending your time doing the right jobs - not just being busy!

How do you personally like to manage your time?

- What are the strengths and limitations of your preferred approach?
- How, when and why to use a daily "to-do" list
- How can you make the most of a to-do list?

Prioritising tasks

- How to prioritise your workload based on each task's *importance* and *urgency*
- Case Study - putting the prioritising system into practice
- Understanding the effect of the "80/20 rule" and daily energy fluctuations on your work

Reducing the impact of interruptions

- Simple strategies for controlling personal, phone and email interruptions
- How to say "no" politely but assertively when you are overloaded

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- How to make the most of diaries and daily planners
- When should you stop working on one task and start the next?
- 3 tips for getting started on those big "yucky" jobs



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Managing stress

- When does *pressure* become *stress*?
- Are you a type A or B personality?
- What effect will your personality type have on the way you deal with stress?
- Practical steps for reducing stress

Delegating tasks to trainees and colleagues

- The 5 steps for effectively delegating work to colleagues and trainees
- Identifying the best jobs to delegate

More productive meetings

Proven guidelines for conducting effective meetings that finish on time. The depth of discussion on this topic is guided by the relevance to participants on the course.

Winning the paper war

We use an excellent French and Saunders video to outline the systems to stay on top of the paperwork.

- Systems to process the 4 types of paperwork - *Information, Action, Filing & Junk*
- How to set up and maintain an efficient personal filing system
- How to file documents on the computer



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