

Time management for your personality type

Full Day



The way a person approaches their job is largely determined by their personality. Everyone has natural strengths and limitations. For example some people are good at planning but are not comfortable with crises. Other people are not strong at day-to-day organising but thrive in a crisis.

This program helps you pinpoint the techniques that will help you make the most of your natural style.

Identifying what's *really* important

- How does your personality type affect the way you approach your job?
- What are the benefits of setting personal and work goals?
- The 5 elements of a SMART goal
- How can you make the most of your natural talents when managing time?

Being *effective* as well as *efficient*

- How do you ensure you are focusing on important tasks and not getting absorbed by reactive tasks?
- How, when and why to use a daily 'to-do' list

Prioritising tasks

- Daily task lists: How can you make the most of lists and diaries?
- A practical system for prioritising your workload based on each task's *importance* and *urgency*
- Case Study - putting the prioritising system into practice
- How to incorporate the 80/20 rule into the prioritising of tasks
- What impact will your daily energy levels have on the scheduling of tasks?
- What's your approach to planning?: flexible & adaptable vs structured & ordered

Reducing the impact of interruptions

- How to gain control of personal, phone and email interruptions
- Discover the proven way to say 'no' politely but assertively when you are overloaded

Time management tools

- How to make the most of diaries, daily planners and email
- What are the pros and cons of electronic diary systems?
- How to stop being a perfectionist
- 3 tips for getting started on those big "yucky" jobs



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Pg 2 of 2



Efficient meetings (optional)

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

Managing stress

- When does *pressure* become *stress*?
- How can you change the way you approach your job to prevent stress?
- What effect will your personality type have on the way you deal with stress?
- Practical steps for reducing stress caused by: grumpy bosses, boredom, overwork or personal pressures

Delegating tasks to trainees, colleagues and staff

- The 5 steps for effectively delegating work to colleagues and trainees
- Identifying the best jobs to delegate
- The most common mistakes and how to avoid them

Winning the paper and email war

We use an entertaining 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 reduce the desire to hoard documents and files
- Filing documents efficiently

Writing better emails (optional)

A short session to save time writing emails by using a simple structure.

- The SCRAP structure for writing a clear, concise email
- How to start and finish an email
- Making the most of the 'subject'



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