

## TIME MANAGEMENT TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The PD Training Time Management Training Course will help you become more productive and more efficient in your role, and includes training in effective time management strategies such as goal setting, task prioritisation and delegation, applying Pareto's 80/20 rule, managing emails, overcoming the habit of procrastination. The course develops your time management skills including setting S.M.A.R.T. goals, handling high pressure situations, and managing meetings.

We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively before attending the course - you'll receive an invitation to do this once you've enrolled. The trainer will then tailor the training to your needs and cover those topics in more detail.

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved time management skills.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training requires analysis, so contact us today to learn more! For individuals, attend a public class in Brisbane, Sydney, Melbourne, Canberra, Perth, or Adelaide. Or enrol in a Time Management Training Course Online.

For private group training, let PD Training create a customised course to be delivered at your office or preferred location. Call 1300 121 400 to learn more.

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## TIME MANAGEMENT TRAINING COURSE OUTLINE

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### FOREWORD

Understanding, identifying and defining your long-term goals is the very first step when implementing an effective time management solution. With the broader goal in the background, you can now set a series of medium and short-term goals that will effectively lead you to achieving the cherished long-term goals in your life.

By applying the time management skills developed through the topics below, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not necessarily based on doing more things in less time.

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### OUTCOMES

After completing this course you will gain the following invaluable time management skills:

- Set S.M.A.R.T. goals
  - Prioritise effectively
  - Understand how to apply the 80:20 rule
  - Categorise tasks using the Urgent/Important Matrix
  - Manage Email
  - Plan strategically
  - Gain lasting skills to tackle procrastination
  - Handle high pressure, crisis situations with ease
  - Learn to organise the workspace for efficiency
  - Master when and how to delegate for maximum productivity
  - Set daily rituals for better productivity
  - Gain insightful skills to better manage meetings
  - Discover alternatives to in-person meetings
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### MODULES

#### Lesson 1: Getting Started

- Workshop Objectives
- Pre-Assignment Review

#### Lesson 2: Setting SMART Goals

- Three P's
- S.M.A.R.T Goals
- How to Prioritise
- Staying Focused

#### Lesson 3: Prioritise the Day

#### Lesson 4: Plan to Succeed

- Pareto's Law
- Immediate Tasks vs Planned Tasks
- Staying on Track

- Planning Documentation
- Implementing Planning Documentation
- Choosing Tasks Based on Importance
- Breaking Large Tasks Down
- Targeted Tasking

#### **Lesson 5: Removing Avoidance**

- Procrastination Explained
- Nine Steps to Stop Avoidance
- Frogs for Dinner?

#### **Lesson 6: Managing Unexpected Events**

- Crisis Happen
- Planning and Preparation
- Time for Action Mode
- How to Avoid the Next Crisis

#### **Lesson 7: Organised Work Stations**

- Remove Disorder
- Manage Work Requirements
- Manage Electronic Communication
- Calendering for Success

#### **Lesson 8: Delegation Principles**

- Delegation Explained
- Assigning Delegation
- How to Delegate
- Accepting Delegation

#### **Lesson 9: Rituals Are Required**

- What Should be Ritualised
- Managing Basic Human Functions
- Examples to Follow
- Create More Time

#### **Lesson 10: How to Best Manage Meetings**

- Is a Meeting Required?
- Implement the PAT Technique
- Writing Agendas
- Stop Discussion Deviation
- Post-Meeting Follow-Up

#### **Lesson 11: Meeting Options**

- Virtual Conversations
- Conference Calls
- Electronic Communications
- Using Cloud-Based Applications

#### **Lesson 12: Wrapping Up**

- Words from the Wise

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)