TIME MANAGEMENT WORKSHOP

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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 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 strategic assertiveness.

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.

Looking for an Online Live version of the course? Enrol in an Online Time Management Training Course.

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.

TIME MANAGEMENT WORKSHOP COURSE OUTLINE

FOREWORD

Time management is the process of organising and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.

Understanding the physcology of time is the very first step when implementing an effective time management solution. With this nunderstanding in the background, you can now optimise your efforts to ensure that youconcentrate 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.

OUTCOMES

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

- Understand the Psychology of Time
- Prioritise effectively
- Be able to set S.M.A.R.T goals
- 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
- Set daily rituals for better productivity
- Set boundaries and be able to say no confidently

MODULES

Lesson 1: The Physcology of Time
- Less Stress More Free Time
- How we see Time
  Our Language around Time

Lesson 2: My Relationship With Time
- My Profile
- Planning and Completing Tasks
- Time Management Scenarios

Lesson 3: How I Currently Use My Time
- Time Audit
- The Glass Jar

Lesson 4: Procrastination and Overwhelm
- Signs of Stress and Burnout
- Common Causes of Procrastination
- Beat Procrastination
- Procrastination Battle Plan
- Overcoming Overwhelm

Lesson 5: Building a Time Management System
- The 4 D's of Time Management
- Design My Week
- Time Mangement Safety Net
- Urgent/Important Matrix
- Pareto Principle
- SMART Goals

Lesson 6: Time Chunking and Blocking
- The Power of a Trackable System
- Systemize Your Routine

Lesson 7: Strategic Assertiveness
- Managing Interruptions
- Managing Up/Managing Down
- Setting Boundaries
- Say No to the Task and Yes to the Person

Lesson 8: Working From Home
- Tips for Remote Workers
- Establishing a Productive Workplace

Lesson 9: The Digital Advantage
- Managing Emails
- Digital Tools

Lesson 10: My Action Plan
- What Will I Start Doing
- What Will I Keep Doing

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote