

## TIME MANAGEMENT FOR MANAGING PROJECTS AND COMPLEX TASKS

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**COURSE LENGTH: 1.0 DAYS**

Managing complex tasks, like projects, requires a range of time management skills. Most important is the estimation process for costs and timings. Most project estimations are difficult to forecast, hence a large number of projects that are delivered over-time and over-budget.

The new PD Training Signature series course, Time Management for Managing Projects and Complex Tasks, incorporates best practices from a range of professional frameworks like Agile SCRUM, to create a real-world time management training course for the real-world project manager.

We introduce course participants to a range of modern tools including mobile apps, online counters, and timers, which allow you to better leverage your time while at work. Mobile devices can now be important tools when improved productivity is the primary goal.

Learn essential skills like how your personality type can actually impact your personal time management, multiple estimation techniques, delegation of tasks, meeting management, managing a crises situation and much more!

Click the “Group Training Quote” button for a free quote for your internal team training or click the “Register Now” button to view our national public schedule.

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## TIME MANAGEMENT FOR MANAGING PROJECTS AND COMPLEX TASKS COURSE OUTLINE

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### FOREWORD

Time Management for Managing Projects and Complex Tasks course will help you learn how to manage and maximise your time. It will also guide participants how to use different applications and modern tools to track your time. Good time management enables you to work smarter - not harder - so you can save time, effort, energy and get more done in less time.

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### OUTCOMES

#### In this course you will learn to:

- ▶ How to use your Personality Traits to improve your Time Management
  - ▶ Learn to Organise the Workspace for Efficiency
  - ▶ Making the Most of Planning Styles and Approaches
  - ▶ Estimating Time for Tasks – using PERT and Planning Poker
  - ▶ What to do if you're not a "Planner"
  - ▶ Master the Art of Staying Focused
  - ▶ Discover How and When to Say "No"
  - ▶ Master when and how to delegate for maximum productivity
  - ▶ Gain Skills to Instil Good Habits and Eliminate Bad Ones
  - ▶ Gain insightful skills to better manage meetings
  - ▶ Manage Email
  - ▶ Handle high pressure, crisis situations with ease
  - ▶ Discover alternatives to in-person meetings
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### MODULES

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## Lesson 1: My Personality And Time Management

- ▶ Using my awareness of personality profiles to improve time management
- ▶ Reflection

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## Lesson 2: Laying The Foundations For You And Your Team

- ▶ 5s Counting game my scores
- ▶ “First, 5s and get clear”
  - ▶ The 5s System
  - ▶ What is 5s?
- ▶ 5s Terminology
  - ▶ 5s in the digital workspace
  - ▶ Why is 5s necessary
  - ▶ Benefits of undertaking 5s
- ▶ Reflection
  - ▶ My 5S take-aways:

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## Lesson 3: Keeping on Schedule

- ▶ Planning Styles
  - ▶ Which planning style is better?
- ▶ Planning approaches - top down or bottom up
  - ▶ Planning at work
  - ▶ Plan work and time - avoid oops,use your oppas!
- ▶ Estimating time for tasks – using pert and planning poker
  - ▶ Project Evaluation and Review Technique (pert) (from PMBOK Project Management)
  - ▶ Planning poker (from scrum project management)
  - ▶ Why fibonacci series is used
  - ▶ Maximise the value – ritualise this process!
- ▶ Stay ‘switched on’ and creative – use fiba
  - ▶ Ask the fiba questions
- ▶ Planning for non-planners – “planning by questioning”
- ▶ Reflection

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## Lesson 4: Now Plan

- ▶ The rule of deadlines – parkinson’s law
  - ▶ How to use parkinson’s law to your advantage.
- ▶ Feeling challenged? Win with power-plays,
  - ▶ (A Variation On The Pomodoro Technique, Also Known As Time Boxing)!
  - ▶ Your Power-Play Coach Says To Remember To Include S.T.I.N.G. In Every Power-Play
- ▶ How to deal with interruptions
  - ▶ Interruptions – take control when you can
  - ▶ Handling interruptions efficiently
- ▶ How to say no... and be loved for it!
  - ▶ The “direct no” approach
  - ▶ Exercise: saying direct no
  - ▶ The “indirect no” approach
- ▶ Reflection

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## Lesson 5: The Art Of Delegation

- ▶ The Art Of Delegation
- ▶ Think laterally to be more productive
- ▶ One person, can’t achieve much on their own
- ▶ When to delegate
- ▶ Delegation types
- ▶ Delegation check List
- ▶ To whom should you delegate?
- ▶ Keeping control
- ▶ The importance of full acceptance
- ▶ When delegating, remember
- ▶ Reflection

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## Lesson 6: Managing Your Habits

- ▶ Definition
  - ▶ Why do we develop a bad habit?
  - ▶ How to be disciplined
- ▶ 6-Steps to eliminate A bad habit
  - ▶ How to beat the urge
- ▶ Reflection

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## Lesson 7: Meeting Management

- ▶ Meeting Attitude: A short self-assessment
- ▶ Deciding if A meeting is necessary
- ▶ Using the pat approach
- ▶ Building the agenda
  - ▶ Time:
    - ▶ Making sure the meeting was worthwhile
- ▶ Alternatives to meetings
  - ▶ Instant Messaging
  - ▶ Teleconferencing
  - ▶ E-Mail lists and online groups
  - ▶ Collaboration applications
- ▶ Reflection

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## Lesson 8: Technology

- ▶ Email
  - ▶ Manage your emails – don't let email manage you
  - ▶ Archiving
  - ▶ Frequency
- ▶ Manage your inbox with flags and rules
  - ▶ Flag incoming messages for follow-up
  - ▶ Set a reminder for more important items
  - ▶ Create rules
  - ▶ Always connected:
    - ▶ Balancing perspective
    - ▶ Takeaways
- ▶ Your own personal assistant? Yes, you can!
  - ▶ Smart phone or tablet or windows 10
  - ▶ How can they help
  - ▶ Closing the loop
- ▶ Universal note taking apps
  - ▶ Out of reach, out of sight, out of mind? - not anymore!
- ▶ Reflection

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## Lesson 9: Reflections

- ▶ Create an action plan
- ▶ Accountability = Action

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## WEB LINKS

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