

Core Skills Programme

Time Management

Course Outline

Introduction

Even though many people profess to know how to manage themselves and their time, most are conscious that they could achieve a lot more if they did it better.

For

Anyone who wants to get better control of his or her time.

NOTE: Consistently lacking time can be one indicator that we are less effective than we could be. Although a course on time management can help, sometimes there are broader points to be considered. If you tend to answer "No" to the following questions, you should review the Course Outline for the Personal Effectiveness course to help determine if you should attend that instead of Time Management.

- a) I am clear on what qualities make people effective
- b) I have worked to develop my self-awareness and leverage this knowledge in the workplace to make the most of my strengths and minimize my weaknesses
- c) I have a good understanding of personality types which enables me to have more productive working relationships
- d) The challenge of being more effective with my time is greater than being more focused generally and effective in working with those I have contact with

Objectives

The objectives of this programme are to:

- Build a decision base that enables people to keep an overview of tasks, job and career.
- Learn how to schedule activities effectively.
- Manage and balance the demands of work and home life.
- Create challenging but realistic plans for achieving work and personal objectives.

By the end of this programme, the delegates should be able to:

- Build a database of their goals
- Prioritise their work
- Know how to break down overwhelming tasks into manageable bits
- Know how to plan their work
- Recognise unproductive habits and attitudes in themselves
- Implement a method to help them get better control of what they do

Course Content/ Learning Components

The programme covers aspects such as:

- Analysing the Key Areas at work and at home
- Coping with stress caused by feelings of lack of time
- Personal working habits
- Sorting out goals and priorities
- Establishing an information bank that will give an overview of business and personal life
- Elements of self-management
- How to link long-term goals with current plans

The programme is a mixture of individual work, group discussion and exercises, together with lively input from the tutor.

Behavioural Competency Addressed

The following primary competencies and success factors will be addressed in the course:

- Organising Work and Time: Planning and Organising.
- Result Orientation: Achieving and Doing.

Duration

This is a one day course.