

Effective Time Management for Staff

Duration: 1 Day

About the course

This course gets to grips with topics such as prioritising and delegating. Delegates will be shown how to deliver results punctually and effectively.

Who should attend?

Those who have too much to do and need help to get things done in a more effective way.

Workshop content

Introduction

- time management and effectiveness
- good and bad time management habits
- time - a unique resource

Practical Organisational Tools

- diaries and planning tools – putting them to effective use
- daily, weekly and monthly checklists

Planning And Prioritising

- task management
- guidelines for prioritising successfully – important versus urgent tasks
- managing your time when priorities change
- managing meetings
- delegation - why? - what? - when? - how? - to whom?

Balancing Work and Home

- establishing your life priorities
- creating a balanced life

Developing Strategies

- being proactive not reactive
- managing the paperwork, organising your desk, handling information
- systems and procedures for efficiency & performance

Techniques That Actually Work

- agenda for self-improvement
- personal action planning
- workshop review
- understand the way to effectively prioritise tasks
- understand what are your own issues with time management
- appreciate the importance of analysing how you spend your time
- appreciate the impact our time management has on others
- understand the benefits of planning time for tasks – long and short-term