Introduction

Do you find you feel that there aren't enough hours in the day? Are you feeling compromised that you are not covering everything the way you want to? Do you feel as if you are in a constant state of catch up? Or you just want to get more done in the time you have available?

If you want **To Be** in control, confident that everything is getting done and satisfied that you are focusing on the right things, then this is the workshop for you.

In business today, many of us are confronted with huge demands on our time. Faced with conflicting and competing priorities, only those who actually do the most important things, in line with the organisation's goals and their own, will succeed and drive sustainable success.

Workshop aims:

Through this workshop, you will:

- Get clear on how you currently 'react' towards managing your time and identify your ineffective habits
- Get focused on the tools and techniques that will give you back control
- Get started on applying what you have learned and developing new habits that will increase your effectiveness
- Apply the principles of time management using personalised systems that you can work with every day

MAKING TIME WORK FOR YOU: *to be an effective time manager*

to be training and development

Workshop Content

Self Awareness

↗ Where does all the time go - Getting clear on your time management habits
↗ Understanding what your time management behaviours are and what traps you fall into
↗ Identifying your time management preferences

Principles and Processes

↗ Value based goal setting process
↗ Planning process
↗ Prioritisation tools
↗ Achieving balance

Tools and Techniques

↗ Selecting a system that works for you
↗ Tackling tasks
↗ Delete, delegate, streamline
↗ Saying no
↗ Overcoming procrastination
↗ Maintaining disciplined focus

Putting it into Practice

↗ Each participant will develop a learning agenda and outline the results they want and the time frame for achieving them.

Workshop Outcomes

You will be able to:

↗ Understand your current relationship with time and recognise the habits that you have developed which negatively impact on your time management capability

↗ Identify your personal and professional values and develop goals that are aligned to these

↗ Apply a goal setting process that gets sustained results

↗ Plan effectively, focusing on top priorities

↗ Understand how to prioritise tasks and goals

↗ Apply techniques for staying focused

↗ Gain control of competing demands on your time

↗ Achieve balance in your personal and professional life

↗ Build a personalised system that enables you to stay focused and in control

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Workshop Benefits

Through this workshop, you will learn the skills that will enable you **To Be** able to:

- ↗ Clarify the habits and behaviours that are holding you back so you can address them
- ↗ Understand your own barriers to successful time management practices and overcome them
- ↗ Understand how to develop goals that are meaningful and get results
- ↗ Learn how to gain control of the chaos and the competing demands so you can focus on what's most important
- ↗ Reduce your stress and manage your workload more effectively
- ↗ Identify your key priorities
- ↗ Increase your productivity through effective planning and prioritisation
- ↗ Use a time management system that enables you to get the results you want again and again and again
- ↗ Increase your confidence as you gain more control over your personal and professional activities
- ↗ Manage communication overload and deal with distractions

Learning Process

We strongly believe that for participants to get the most out of this programme, it must occur as a process rather than a one off event. Therefore this programme follows a process that enables learners to assess their current time management practices, learn techniques and processes that will enable them to improve your effectiveness in managing their time and apply a system that will enable them to stay focused and on top of things as they move forward. Participants engage in pre-work in preparation for the programme. The pre-work is designed to encourage participants to increase their self awareness so the workshop content is more meaningful to them. The workshop facilitation is designed to promote experiential learning to enable the learning to stick.

Duration: This is a one day programme. Participants complete pre-work and after the programme, they email the facilitator to share how they are getting on with the practice of their time management techniques.