

Time Power

Duration: One Day



"I am definitely going to take a course on time management

...just as soon as I can work it into my schedule."

Louis E. Boone

OBJECTIVES:

By the end of this course participants will be able to:

- Prioritise their workload effectively
- Use assertiveness techniques to manage expectations
- Plan their time in an organised manner
- Delegate where appropriate

PREPARATION

Participants are required to complete an individual time log for 3 days prior to attending the course

COURSE OUTLINE

- Time Robbers
 - Self Inflicted Time Robbers
 - Time Robbers Imposed by Others
- Prioritising your workload
 - The Prioritisation Grid
 - Urgent versus Important
 - Maintaining Responsibility
- Planning
 - Planning Tools
 - Using a Planner
 - Exercise: Planning a Get-Together
- Assertiveness and How to Say No
 - Assertiveness, Aggressiveness and Passivity
 - Assertiveness – The 3 Steps
 - Assertiveness Practice
- Delegation
 - The need for Delegation - how why and what to delegate
- Setting Goals
 - The Importance of Setting Goals
 - Knowing What You Want to Accomplish
- Getting Organised
 - Strategy, Choice and Making a Difference
 - Organising your Workspace
 - Effective E-mail Operation
 - The Batching Technique
- The Four D's
 - Do, Dump, Delay, and Delegate
 - Guidelines for Keeping a Piece of Paper
- Personal Action Plans

Headline