

## Time Management

### Workshop Objective

*To present the principles of good time management & motivate you to apply them to your life*

### Workshop Content

1. Self management
2. Setting objectives and planning your work
3. Being organised – the essence of effective time management
4. Managing interruptions
5. How to avoid becoming the victim of other people's mismanagement of time

#### 1. Self management

- Three essential requirements of good self management
- Logging your time to find out where it's going
- Identification of your time wasters
- Ability to cope with pressure
- Overcoming procrastination & indecision

#### 2. Setting objectives & planning your work

- Definition of a goal and an objective; the difference between them and how to set them
- Why we fail to achieve our objectives
- Converting objectives into realistic action plans
- Breaking the barriers to planning
- Overcoming crisis management and fire fighting

#### 3. Being organised

- How to set the right priorities – most people don't
- Scheduling your commitments realistically
- Delegating chunks of your job to others
- Managing your paperwork effectively
- Managing your workspace

#### 4. Managing interruptions

- Drop-in visitors
- The telephone
- Subordinates
- Your boss
- Meetings
- Unexpected events & crises
- Yourself

#### 5. How to avoid becoming the victim of other people's mismanagement of time

- Look first at yourself – are you the problem? Sell the need for good time management

### Features & Benefits *(Note: evaluations & feedback apply only to the two-day course)*

- *A practical, fully interactive and highly participative workshop*
- *Two job-related assignments submitted & evaluated after the course*

**Duration** 1 & 2 day versions

**Fee** Fees are negotiated with each client beforehand

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