



**4D Group**

## **Personal Organisation / Time Management**

### **Overview**

If only we could create more time... but time is a finite resource – so we must use the time we have as effectively as possible. Do you find that you are so busy doing urgent things that you do not have time for the important? This programme will enable you to review your personal organisation and processes in order to increase your personal effectiveness.

### **Objective**

To review how activities are currently managed and to develop techniques that allow effective prioritisation and management.

You will develop techniques that will help you review how you spend your time now, develop realistic plans to accomplish your goals, reduce the stress of poor organisation, focus on achieving results and know how to delegate effectively.

### **Content**

The nature of time and our perception of it  
Review of existing work flow  
Effective techniques to prioritise and organise your work  
identifying areas for potential improvement  
Focussing on SMART objectives  
Developing an improved personal organisation methodology  
Develop techniques that allow a better use of time  
Handling internal queries, paperwork and dealing with interruptions  
Distinguish between Urgent and Important tasks  
Active v Reactive tasks and prioritising workload effectively  
Delegation – working effectively with others

### **Duration**

One day

### **Note**

Prior to attending, the programme, you will need to complete a time log. The purpose of this is to review where major blocks of time are used.