



4D Group

Time and Priority Management

Who would benefit

Individuals who have the responsibility for controlling or organising their own schedules and prioritising their workload.

Objective

This course aims to improve our effective use of time. By the end of this course, delegates will understand the concepts of time management and the factors affecting their time. They will learn the necessary skills for achieving their key tasks and business objectives

Content

- What is time and how do I use it?
 - Time wastage, time log, job analysis
- Procrastination vs. motivation
 - Maslow: hierarchy of needs
 - Encouraging motivation
- The importance of personal goals
 - Accomplishing goals
 - Personal action plan
- Planning time and prioritisation
 - Eisenhower grid
 - Daily planning ritual
 - Planning tools
 - Energy cycle
- Time stealers
 - Meetings
 - Telephone
 - Involved in too much
 - Unfinished tasks
 - Drop-in visitors
 - Too much routine work
 - Paper
 - Reading
- Delegation
 - Distribution of responsibility
 - Priorities and communication
 - Indecision and crises
 - Saying 'No!'
 - Self-discipline
 - Personal disorganisation
- Your workplace and your desk
 - The in and out-trays
 - The desk file system
- Performing under pressure
 - Identifying stressors
 - Awareness of stress signals
 - Strategies for harnessing stress positively
- Thirty ways to make more time
 - Preparation and organisation
 - Dealing with interruptions
 - Meeting management
 - Dealing with the telephone
 - Office systems

Duration

One day