

COURSE TITLE: TIME AND PRIORITY MANAGEMENT

DURATION: 2 FULL DAYS

COURSE OVERVIEW

Time is money - lots of it gets lost in disorganization and disruption. Time to get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life. Get a grip on your office space, organize your work flow, learn how to use your planner effectively, say no without guilt, and delegate some of your work to other people.

This workshop helps you organize and prioritize for greater workplace efficiency. The workshop is full of ideas for organizing your work area and your paperwork and working on the “right” things.

COURSE OBJECTIVES

Designed to enhance your productivity skills and make all your professional efforts more efficient and effective. At the end of the 2-days course, participants will be able to:

- Gain a thorough grounding in effective proven time management techniques
- How to develop a time tested prioritization strategy
- Practical strategies for identifying and conquering the major “time stealers”
- Techniques for increasing the productivity of your interactions with others
- The importance of setting and achieving SMART professional goals
- Organizing your emails for peak production
- Proven strategies for beating procrastination
- How personal strategic planning can revitalize your career
- Techniques for effectively managing all the different demands on your time
- How to conduct a detailed analysis of your activities
- Achieve more with less stress

WORKSHOP DETAILS

SESSION 1: DEVELOPING A ROBUST PRIORITIZATION STRATEGY

- Developing a workable strategy for efficiently prioritizing your working day
 - Setting achievable goals and objectives
 - Understanding the goals and objectives
 - Why it's essential to plan ahead
 - The importance of scheduling time to maximize your productivity efforts
- What criteria should you use when prioritising your workload?
 - Identifying and focusing on high payoff activities
- Developing a prioritisation action plan for:
 - Daily tasks
 - Weekly tasks
 - Monthly tasks
 - Annual goals
- How to cope with the challenge of changing priorities effectively
- Aligning priorities with the goals of the department and organization

SESSION 2: PRACTICAL STRATEGIES FOR DEALING WITH THE MAJOR "TIME STEALERS"

- Meetings
 - Making meetings purposeful and productive
 - The framework for effective meetings
 - What to do when things go off track
 - Getting the desired outcomes
- Telephone time stealers
 - The importance of setting call objectives
 - Dealing with unwanted interruptions
 - Implementing a call priority strategy
 - Making your telephone more effective
- Interruptions
 - How to communicate when interruptions are not acceptable
 - Implementing a screening plan
 - Establishing and scheduling quiet time for maximum productivity
 - Defining acceptable parameters for unexpected visits
- Email
 - Why you must have a strategy for managing the email deluge
 - Applying your prioritizing strategy to email
 - Email protocols

SESSION 3: MAXIMIZING THE PRODUCTIVITY OF YOUR INTERACTIONS WITH OTHERS

- Defining your objectives for the interaction in advance
- Developing agendas and sticking to them!
- Responding to the demands of others
- The importance of being able to say no
- How appropriate assertive behaviour can help get things done

- When and how to delegate tasks effectively

SESSION 4: UNDERSTANDING THE IMPORTANCE OF SETTING AND ACHIEVING GOALS

- The powerful rationale for setting goals
- The difference between goals and “To do” lists
- A step by step guide to setting S.M.A.R.T. goals
 - Defining and setting goals based upon your business activities
 - Setting personal goals and priorities
 - Developing a goal setting framework: short, medium and long term goals
- The importance of maintaining an effective work /life balance
- The Goal Orientated Time Management System

SESSION 5: CURRENT PLANNING AND HOW TO INTEGRATE LONG TERM GOALS WITH DAY TO DAY WORK

- Understanding the decision matrix – how should you use your time?
- Personal strategic planning
 - Short term
 - Long term
 - Medium term
 - Elephant Eating - large and sometimes indigestible tasks made more edible

SESSION 6: JOB ANALYSIS – A DETAILED ANALYSIS OF YOUR ACTIVITIES AND KEY AREAS

- Identifying the balance of importance of your key areas
- Identifying the activities in which you are involved within a representative time span
- Assessing the contribution that your activities make to your key areas
- Seeing the correlation between importance of a key area and the effort that goes into it
- Seeing the correlation between time spent on an activity and the value of that activity

SESSION 7: IDENTIFYING THE KEY CONCEPTS THAT UNDERPIN TIME MANAGEMENT

- The holistic approach and the home/work balance
- The importance of handling procrastination
- Having the right attitudes to Time Management (self-management)
- Being assertive
- Looking at the values level for each delegate

SESSION 8: BUILDING AN EFFECTIVE STRUCTURE FOR THE FUTURE

- Identifying Key Results areas and understanding their importance
- Looking at effective “to do” lists as part of this workable structure
- Making the link between Key Areas and the time domain
- Running an effective bring forward system
- Using examples of tasks and objective from delegates as models in the key areas

AUDIENCE SIZE

15-20

WHO SHOULD ATTEND?

All level of staff

METHODOLOGY

The learning will have four fundamental principles which will be:

1. **Highly engaging** (methods that talk to the 'head and heart')
2. **Interactive** (Live Online Learning Activities (LOLA), mix of experience, discussion and practice)
3. **Innovative** (latest thinking & tools) and...
4. **Encourage participation** (a 'Socratic' learning methodology applied) so that delegates take ownership of their own development and future behaviour.