

Time Management & Self Organisation

Course Objectives

By the end of the workshop you will have:

- completed a time diary;
- identified factors at work which impact on your ability to manage time;
- understood and discussed the benefits of a variety of time management techniques;
- identified your own time-wasters and how to deal with them;
- developed the skill of effective paper handling;
- an understanding of how work should be delegated effectively in order to save time;
- drawn up an action plan for change.

Course Programme

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| 09:30 | Welcome and introductions Workshop objectives |
| | Understanding time – its uses and abuses Your priorities: how do you want to use your time? |
| | Analysing your current use of time What are your Time Stealers? |
| | Lunch |
| | Techniques for time management: |
| | - managing workload and self organisation |
| | - managing paper and information |
| | - managing people who drain your time |
| | Effective delegation |
| 4:30 | Review and action planning Evaluation and close |