

# Time Management

This **one day** course in time management is a highly interactive and practical course which provides participants with the tools and techniques to develop effective time management habits and to increase personal and professional effectiveness.

A particular focus on developing practical tools and techniques to better manage time in the fast paced world of engineering.

**Target Audience** ➤ For those wanting to establish more effective time management habits and to improve personal and professional effectiveness.

## ➤ Course Outline

### Introduction

Exploring the issues that affect our personal time management both at work and at home; importance of effective time management and six simple keys to kick start the process of improving our time management;

### Goal Setting

How to set short and long term goals to increase effectiveness; identify why people have reluctance for goal setting and discuss a time honoured method for setting effective and measurable goals.

### Procrastination

Techniques to reduce the amount of time we waste; how to avoid unnecessary tasks.

### Planning

Discussion on ways to plan a more effective day, including:

- Three ways to make better use of your time
- Take time to plan
- Setting SMART goals
- Tips for the procrastinator
- Tools for planning
- Action planning
- The prioritised 'To Do' list
- The Gantt Chart

### Controlling interruptions

A large part of the problem in the office stems from the many ways we can be interrupted during the day. A detailed discussion of the various interruptions that occur at work and what we can do to minimise or avoid them without spiralling into social isolation (eg dealing with face to face interruptions, email interruptions, interruptions on the telephone).

### Time Management and Motivation

Strategies to ensure effective time management and to retain motivation for short and long term goals.

### Putting it All Together

Six keys to effective time management; Strategies to ensure that course learnings are implemented to ensure more effective time management is realized.

## ➤ Course Objectives

At the end of the course participants will be able to:

- Implement strategies for dealing with the things that waste their time
- Implement strategies for changing some core time management habits
- Understand the key elements involved in planning
- Apply a range of planning tools
- Set realistic and measurable goals
- Prioritise their workload effectively
- Understand procrastination and have a range of strategies for minimising it, and
- Minimise and avoid unnecessary interruptions.

“A practical course with plenty of activities relevant to the workplace.”

*Design Consultant  
Connect Infrastructure*