



TIME AND TASK MANAGEMENT

Research-proven training that works

Workshop aim

To enable managers, specialists and support staff at all levels of experience to organise their time more effectively.

To enable participants to:

- Plan and prioritise in a changing world
- Link medium term plans to daily plans
- Control interruptions and overcome procrastination
- Solve problems and hit deadlines with less stress
- Manage and integrate paper and emails
- Improve meetings, delegation and work-life balance
- Have a personal action plan

What the seminar will cover:

Principles: The Chicken Farmer Syndrome; unblocking your learning; Don Quixote, time traps and other hazards; deciding what is important and balancing the imbalances.

Planning Ahead: The Vision-to-Action cycle; solving problems and setting objectives; startline-focused plans and projects; diary management and the cure for 'cancellitis'; scheduling and monitoring that hits deadlines

Planning and Prioritising the Day: Flexible planning and prioritising amidst change; achieving the important, value-adding tasks, as well as the urgent; effective use of committed time.

Personal Time: Planning and protecting quality time for quality tasks; managing interruptions; saying 'No' and being assertive; managing personal health and stress; overcoming procrastination.

People Time: Getting the best from your boss and your people; delegating without abdicating; better group and one-to-one meetings; high tech meetings versus travel; crisis management, boundary management and better communication skills.

Paper and Electronic Mail: Choosing your time management toolkit; how to manage your desk and clear the paper mountain; file management; linking PCs and networks to paper-based systems; the use and abuse of email; managing the in and outboxes; writing faster and better reports.

Personal Action Plan: Summary of the 100 plus time management tips and techniques; implementation checklist; progress review tool; personal improvement measure.

Duration: 1 day