Milestones to Success – Time Management Skills

Listed below are some of the skills and techniques which will form an important part in your success on the **Axio Development** Time Management Skills course. They are organised into 5 categories – we refer to them as the milestones to success. So that you can identify the benefits you want to gain and to measure your progress tick the circles alongside the areas that you identify as being particularly relevant to you, then prioritise the 5 main areas in order of importance: 1 being the highest, 5 the lowest. Bring this page with you to the course.

☐ **The importance of effective time management**
○ Good time management practice
○ Benefits of controlling your time
○ Unlearning your bad habits
○ Knowing the value of time

☐ **Personal challenges with your time management**
○ Identifying your 'time wasters'
○ Knowing how your business wastes your time
○ Knowing how your colleagues waste your time
○ Knowing what you should be doing

☐ **Steps to effective time management**
○ Clarifying your objectives
○ Knowing where your time is **actually** going
○ Effective KPI's and job descriptions
○ Valuing your time and actions

☐ **Effective planning and prioritising**
○ Using an urgent and important matrix to prioritise actions
○ Managing interruptions effectively
○ Defending your diary to stop non-planned activity
○ Saying 'no' without causing offence

☐ **Tools and techniques**
○ Use of time planning sheets
○ Using an effective To Do list and sticking to it
○ Blocking out the time for important activities
○ Keeping the 'monkeys' off your back

MILESTONES TO SUCCESS

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What will progress in these areas allow you to achieve?