

BM-TMT

TIME MANAGEMENT

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Introduction	Management & Soft Skills	VILT & ILT	NA

INTRODUCTION

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done, but often falling short. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

This workshop will teach participants about:

- Better organizing yourself and your workspace for peak efficiency.
- Understanding the importance of, and the most useful techniques for, setting and achieving goals.
- How to plan and schedule your time efficiently.
- Learning what to delegate and how to delegate well.
- Taking control of things that can derail your workplace productivity.
- Learning how to manage your workload.

AUDIENCE PROFILE

This course is intended for any business professional who could do with better time management skills, whether you work in the corporate industry or run a small business this course will help you manage your time better.

PREREQUISITES

There are no prerequisites for this course as it is for anyone looking to gain the basic knowledge and understanding of time management.

COURSE OBJECTIVES

- What Is Time Management?
- Setting Goals
- Planning Tips and Tricks
- Setting Priorities
- Making Decisions
- Delegating
- Scheduling
- Putting an End to Procrastination
- Creating Order
- Organizing Your Files

- Managing Your Workload

COURSE CONTENT

Lesson 1: Course Overview

- Learning Objectives

Lesson 2: What is Time Management?

- Pre-Assignment Review
- Why Time Management is Important?

Lesson 3: Setting Goals

- Goals and Targets
- Setting SMART Goals
- Your Own SMART Goals

Lesson 4: Planning Tips & Tricks

- Planning Tools
- Planning a Get-Together
- Case Study
- Case Study Questions

Lesson 5: Setting Priorities

- Prioritizing Your Tasks
- Your To-Do List
- Managing Interruptions & Distractions

- Tips for Controlling Disruptions

Lesson 6: Making Decisions

- Eight Ingredients for Good Decision Making
- Weighing the Pros & Cons

Lesson 7: Delegating

- Assigning Tasks
- Guidelines for Success
- Case Study: What Should Sheila Do?

Lesson 8: Scheduling

- Organize Your Time
- Creating a Schedule

Lesson 9: Putting an End to Procrastination

- Eating the Frog

Lesson 10: Creating Order

- Decluttering
- Organizing Your Work Area & Your Paperwork

- Guidelines for Keeping a Piece of Paper

Lesson 11: Organizing Your Files

- Sorting Based on File Type
- File Categories
- Electronic Files
- The Batching Technique

Lesson 12: Managing Your Workload

- Managing Email
- Case Study: Mary Marvellous
- Workload Analysis

Recommended Reading List

Course Evaluation

Personal Action Plan

ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.