

Saturday

# TIME MANAGEMENT

COURSE CONTENT OVERVIEW

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HIGH SPEED™  
TRAINING

This Time Management training course teaches you various techniques that help you improve your use of time – both at work and at home. It will enable you to assess how you currently use your time, so you can address your personal barriers and commit more time to tasks that matter most to you. In doing so, you'll improve your productivity and feel more confident in your role.

#### **Module One: Introduction to Time Management**

This introductory module explains the steps you must take to manage your time effectively and the benefits of doing so. It also discusses some simple ways to start organising your personal space, which helps you to develop an organised mindset.

- What is time management?
- Why time management is important
- Getting started

#### **Module Two: Evaluating How You Use Your Time**

This module looks at the importance of carrying out a workload analysis, so you can recognise where you spend your time and how to tighten your workflow. It also explains the benefit of using a time management matrix and considering various factors that impact the way you prioritise your tasks.

- Workload analysis
- Time management matrix
- The 5 Ws
- Using SMART

#### **Module Three: Scheduling and Planning Work**

This module discusses the various strategies that you can use to organise your workload and boost your productivity. It emphasises the importance of using lists, grouping work activities together, using online tools, and planning rests and rewards to improve motivation.

- Master lists
- To do lists
- Planners and diaries
- Batching
- GANTT charts
- Rest breaks
- Rewards
- Further tips

#### **Module Four: Overcoming Personal Barriers**

This module helps you to consider where you have room for self-improvement, as everyone faces different personal habits or barriers when organising their time. It explains the importance of being assertive, overcoming indecision and perfectionism, avoiding multitasking and procrastination, and finding a positive work-life balance.

- Assertiveness
- Indecision and perfectionism
- Multitasking
- Procrastination
- Other personal barriers
- Work-life balance

#### **Module Five: Managing Meetings**

This module explains why meetings are one of the most common causes of wasted time. It helps you to carefully consider how you should and shouldn't run or attend meetings, so you can prevent your and others' time from being wasted.

- How meetings can affect time management
- Should you attend a meeting?
- Tips for attending meetings
- Should you have a meeting?
- Tips for organising meetings
- Who should you invite?
- Preparing agendas
- Tips for running meetings
- Evaluating meetings

#### **Module Six: Delegating Effectively**

This module teaches you why delegating tasks involves more than simply handing over work. It explains the 4 key steps to delegating effectively, so you can support the person who you delegate work to and free up your time for more important tasks in your workload.

- Why delegation is important
- Barriers to delegating
- What to consider before delegating
- Steps to delegating effectively
- What to do after delegating

## Aims of the Training

By the end of this course, learners will understand:

- The importance of good time management.
- The common reasons for poor time management.
- How to assess their workload.
- How to use a time management matrix.
- Effective ways to schedule and plan their work.
- What personal barriers may prevent them from managing their time efficiently, such as perfectionism and multitasking.
- How to improve their assertiveness.
- The importance of maintaining a good work-life balance.
- How to prevent meetings from affecting their use of time.
- How to delegate work effectively to free up their time.