

Saturday

TIME MANAGEMENT

COURSE CONTENT OVERVIEW

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This e-learning course has been designed to familiarise those who are aiming to improve their usage of time in a work environment and maximise productivity and efficiency. It will teach the learner how to implement time management strategies, tools, and techniques into their everyday life and alleviate the stress that is feeling like there is never enough time.

The course is designed for anyone working in an office-like environment, but is suitable for anyone aiming to improve their use of time, and for anyone at any level of their company. It will look at various areas of time management, including the planning and prioritising process, preventing time-robbers, effective delegation, and various other topics. Upon completion of this course, you will have requisite knowledge of how to effectively manage your time which will in turn enable you to professionally and confidently fulfil your role.

Module One: Introduction

This module provides general insight into the importance of good time management and the ill-effects of not using time efficiently. It also gives you an overview of what the course will contain and demonstrates how you can personally assess your use of time.

- What is time management?
- Poor time management
- Time management skills
- Time management case study
- Evaluating how you use your time
- Workload analysis
- Week analysis
- Reflection exercise

Module Two: Planning and Prioritisation

This module will detail what the various stages of the planning process entails. It will also explain how you can make use of time management tools, i.e. a time management matrix and GANTT charts, to effectively plan, schedule, and prioritise your tasks to make the most of your time.

- Effective planning
- The 5 Ws
- Batching
- Reward schemes
- Time management matrix
- Working towards goals
- Working SMART

Module Three: Preventing Time Robbers

This module will explain how to stop sources of time-wasting, whether it's self-inflicted time robbers or those imposed by others. It will look at individual examples of time robbers and provide ideas for combatting them, including the art of being assertive.

- What are time robbers?
- Time robbers: self-imposed
- Time robbers: imposed by others

- Dealing with time robbers
- Being assertive

Module Four: Delegating Tasks

This module discusses how to effectively delegate tasks to other people. It emphasises the importance of considering various aspects of the task, yourself, and the person to whom you will potentially delegate the task to ensure that the right decision is made and time used best.

- Effective delegation
- What to consider before delegating
- What to do when delegating
- What to do after delegating

Module Five: Managing Meetings

This module will look at how you can determine whether attending a meeting is a worthy investment of your time or not. It will also familiarise you with getting involved in the preparation of meetings to maximise their productivity, in particular by considering certain areas of the agenda.

- Should you participate?
- Organised meetings: establishing objectives
- Organised meetings: an agenda
- During meetings
- Evaluating meetings

Module Six: Organise Yourself, Organise Your Time

This module will educate you about good organisation practices for keeping your personal and virtual space tidy and free from clutter, which in turn enables you to use your time as effectively as you can.

- Organising your area
- Organising your documents
- Organising your emails
- Keeping organised

Aims of the Training

By the end of this course, learners will have a thorough understanding of:

- The importance of time management for maximising efficiency and productivity, which with good strategies can be achieved.
- How to evaluate your usage of time so you can then determine which areas of your life need to be better managed.
- How to effectively plan, schedule, and prioritise your tasks and projects.
- How to deal with time robbers, both self-inflicted and imposed by others, especially by being assertive.
- How to effectively delegate tasks that are overloading you or can be done better by others to another person.
- How to prevent meetings from disrupting your schedule and how to get involved in their set-up to improve their time usage.
- How to improve your usage of time by keeping your personal space organised, including your desk, documents, and emails.