

TIME MANAGEMENT TRAINING

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COURSE LENGTH: 1.0 DAYS

The PD Training Time Management Training course is one of the most popular training courses we deliver worldwide. You will learn effective time management strategies such as goal setting, task prioritisation, how to overcome procrastination, delegating to others, managing your email efficiently and much more.

We want you to get the most out of your time spent in class (this is a Time Management course after all) so once you've registered, you can tell the trainer which lessons are most important to you and we will cover those topics in more detail. There are some topics that apply to specific people more than others such as 'effective delegation' and 'managing meetings'.

This dynamic Time Management Course will provide you with techniques and methods to become more productive and to manage your time more effectively. This practical training is now available throughout New Zealand, including Auckland, Christchurch and Wellington.

Please click on the Public Class tab below to view our Time Management Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

TIME MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been assigned to us. The key to tackling this situation is effective time management.

Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving the longer-term goals in life.

At the heart of effective time management is an important shift in focus: Concentrate on results, not on being busy. This is one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of our efforts.

By applying the skills taught in the Time Management Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time.

This **Time Management Training** course is about doing the right things in the correct order and doing them better.

OUTCOMES

In this course you will learn how to:

- ▶ Set S.M.A.R.T. goals
- ▶ Prioritise effectively
- ▶ Plan strategically
- ▶ Gain lasting skills to tackle procrastination
- ▶ Handle high pressure, crisis situations with ease
- ▶ Learn to organise the workspace for efficiency and productivity
- ▶ Master when & how to delegate for maximum productivity
- ▶ Set daily rituals for better productivity
- ▶ Gain insightful skills to better manage meetings and keep them on track
- ▶ Discover alternatives to in-person meetings

MODULES

Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

Lesson 2: Types of Goals

- ▶ Three P's
- ▶ S.M.A.R.T Goals
- ▶ How to Prioritise
- ▶ Staying Focused

Lesson 3: Prioritise the Day

- ▶ Pareto's Law
- ▶ Immediate Tasks vs Planned Tasks
- ▶ Staying on Track

Lesson 4: Plan to Succeed

- ▶ Planning Documentation
- ▶ Implementing Planning Documentation
- ▶ Choosing Tasks Based on Importance
- ▶ Breaking Large Tasks Down
- ▶ Targeted Tasking

Lesson 5: Removing Avoidance

- ▶ Procrastination Explained
- ▶ Nine Steps to Stop Avoidance
- ▶ Frogs for Dinner?

Lesson 6: Managing Unexpected Events

- ▶ Crisis Happen
- ▶ Planning and Preparation
- ▶ Time for Action Mode
- ▶ How to Avoid the Next Crisis

Lesson 7: Organised Work Stations

- ▶ Remove Disorder
- ▶ Manage Work Requirements
- ▶ Manage Electronic Communication
- ▶ Calendering for Success

Lesson 8: Delegation Principles

- ▶ Delegation Explained
- ▶ Assigning Delegation
- ▶ How to Delegate
- ▶ Accepting Delegation

Lesson 9: Rituals Are Required

- ▶ What Should be Ritualised
- ▶ Managing Basic Human Functions
- ▶ Examples to Follow
- ▶ Create More Time

Lesson 10: How to Best Manage Meetings

- ▶ Is a Meeting Required?
- ▶ Implement the PAT Technique
- ▶ Writing Agendas
- ▶ Stop Discussion Deviation
- ▶ Post-Meeting Follow-Up

Lesson 11: Meeting Options

- ▶ Virtual Conversations
- ▶ Conference Calls
- ▶ Electronic Communications
- ▶ Using Cloud-Based Applications

Lesson 12: Wrapping Up

- ▶ Words from the Wise

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
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