

## TIME MANAGEMENT TRAINING

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Time Management  
Training



**COURSE LENGTH: 1.0 DAYS**

The PD Training Time Management Training Course will help you become more productive and more efficient in your role. It includes training in effective time management strategies such as goal setting, task prioritisation and delegation, applying Pareto's 80/20 rule, managing emails, overcoming the habit of procrastination and much more.

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved time management skills.

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.

We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively before attending the course — you'll receive an invitation to do this once you've enrolled. The trainer will then tailor the training to your needs and cover those topics in more detail.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training requires analysis, so contact us today to learn more!

For individuals, attend a public class in Auckland, Christchurch, or Wellington.

Looking for an Online Live version of the course? [Click here](#) to view our 3-hour virtual Time Management courses.

For private group training, let PD Training create a customised course to be delivered at your office or preferred location. Call 09 884 0762 to learn more.

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## TIME MANAGEMENT TRAINING COURSE OUTLINE

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### 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 a 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 in New Zealand is about doing the right things in the correct order and doing them better.

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### 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

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### 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

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## WEB LINKS

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

➤ [Public Classes - Enrol Now!](#)