



Course: Time Management for Business Professionals (Seminar)

Contact Hours: 6

Pre-requisite: None

Abstract

This course was designed to equip participants with the essential knowledge, skills, and insight for greater effectiveness and productivity in managing priorities and the wide range of tasks in the busy world of work. It focuses on the utilisation of proven Time Management strategies, technology and tools, including task lists and checklists that allow participants to manage their time more effectively by working smarter and getting more done with less effort and in less time.

Mastery of these key Time Management skills and techniques will empower participants to become more effective in achieving efficiency in planning, organising and carrying out daily activities and utilising task lists and checklists among other recommended approaches.

Target Audience

Our Time Management course provides training for professionals of any field, who are desirous of acquiring more effective Time Management skills for greater success and productivity in achieving objectives, sustaining momentum and meeting deadlines in good time. It is specifically designed to assist participants who have an interest in effectively managing their priorities and daily tasks, so that long - term objectives are successfully achieved.

Learning Outcomes

On completion of this course, participants will be able to:

1. Discuss the Time Management fundamentals and key skills and their importance for successfully handling multiple and conflicting priorities and tasks in meeting deadlines.
2. Identify personal and environmental factors that militate against our effective management of time and adopt practical strategies for eliminating or minimizing them.
3. Utilize a range of Time Management strategies, technology and tools inclusive of task lists and checklists for creating efficiency in managing workload and time.

4. Formulate an Action Plan for facilitating improved Time Management in future initiatives.

Course Content

Learning Outcome 1

- Welcome & Introduction
- Ice breaker & Warm-up Activity
- Time Management Fundamental and Concepts - The Time Continuum: What does it mean to you?
- Participants explore the concept of time management and analyse the cost of poor time management in relation to work goals and personal achievement.
- Key Time Management skills, the nature and importance of each e.g. planning and goal-setting, scheduling, analysing, prioritizing, delegating.
- Key Time Management Skills - Planning & Goal setting
- Case Study Exercise. Planning- its importance; writing and setting SMART goals; Key Activities - organising and scheduling activities, utilising task lists and checklists for effective planning. Decision-making on time-sensitive issues. The importance of daily, weekly and long range planning.
- The importance of daily planning, keeping on top of important and chosen objectives. Solutions for getting back on track if things do not go as planned. Need for commitment and self-motivation. Completion of a daily Time log and an Action Planning Worksheet. Evaluation of common planning tools inclusive of traditional and electronic devices – diaries, task lists, planners etc.

Learning Outcome 2 – Self-Assessment - Identifying my Time Management Style and Skills

- Who am I? What is my Time Management Style? Identifying my present strengths and areas for development. How can I improve?
- Completion of the Time Management Style Inventory and the DISC Personality Assessment. Identification and analysis of your Personal Time Management style, acknowledging your critical strengths and areas for development needing specific focus during the training
- *Identifying and dealing with Time stealers/time wasters - Video Session - Part 1*
- Debriefing after video. Discussing psychological and other key reasons for ineffective time management.

- Top ten time stealers /wasters (both personal and environmental). Examine how they “steal” our time and reduce our productivity; Brainstorming solutions to remove them and /reduce their negative impact.
- Formulating strategies for dealing with distractions, interruptions, eliminating delay, overcoming procrastination. Using Assertiveness and interpersonal skills that help us to set and respect boundaries. Saying “No “politely and calmly and appropriately.
- *Procrastination - The Silent Enemy - Why we procrastinate, psychological*
- Strategies for overcoming procrastination.
- Analysing your usage of time, your energy flow and how our energy is spent on a daily basis. Charting your energy cycle
- Profiling your energy levels and aligning tasks with high and low periods.

Learning Outcome 3: Organizing Activities and Managing our Workload

- The importance of organizing your workspace for effective Time Management. Ensuring that all resources for task implementation are ready and easily available.
- Eliminating and avoiding clutter. Need for proper filing, labelling, storage and retrieval systems.
- Technology and Email Management – Using computers, telephone, software and Time Management programs to help in taming the “paper tiger” and saving time.
- Practical tips for getting organized.
- *PRIORITIZATION – Dealing with Task lists and Checklists*
 - Exploring Distinctions between “Urgent” and “Important”. The Urgent/Important matrix (Stephen Covey) and other approaches to prioritizing tasks e.g. ABC analysis and a numbering system. Applying the Pareto Principle.
 - The importance of effectively prioritizing and categorizing tasks according to job roles.
- *DELEGATION – Assigning Tasks to others.*
 - The ABCs of delegation. What does the process involve? The benefits of delegation for effective time management. When should you delegate? To whom should you delegate?
 - Reasons why we tend not to delegate, The art of effective delegation
 - Ways of keeping control vs. micro-managing. Importance of taking full responsibility. Following up.
- *CREATING AND MANAGING TASKLISTS EFFECTIVELY*
 - The importance of the task list as a TIME management tool.
 - Guidelines for developing and setting up a daily task list (to-do list).

- Creating, organising and prioritizing Task lists. Scheduling tasks. Applying the SMART criteria for practical and realistic outcomes. Differences between goal-related and routine tasks.
- ***CREATING AND MANAGING CHECKLISTS EFFECTIVELY***
 - Benefits that accrue from the use of a checklist and ways of organising it as a control and evaluation tool in Time Management.
 - Guidelines for developing and utilising checklists for optimal results.
 - Types of checklists, when to use them, e.g. task performance, task analysis, task update, task completion checklists etc.
 - Popular ways of organising checklists. Using templates for greater efficiency.
 - Checklists as tools for organising, prioritizing, controlling business activity.
- ***USING CURRENT TECHNOLOGY - WORKING SMARTER***
 - Exploring the use of Computer Time Management software programs e.g. Microsoft Outlook, Just Ware, Omni Focus and a host of other programs for managing time eg. Managing Emails, task contacts, calendars and follow up, tracking, updating task lists and checklists, etc.

Learning Outcome 4 - Formulating an Action Plan for Improved Time Utilization

- Personal Planning and Goal-setting. Completion of Action Plans and Evaluation sheets.
- Reflections
- Review & Closure