



Course Outline

Time Management II:

In-depth Tools and Skills for Effectiveness, Efficiency and Productivity

Minimum and Maximum Learners: 6 to 12 Duration: One Day Timings: 10:00 – 16:30

Suitable for

All staff and volunteers wanting to explore the psychology of effective time management and in-depth tools and strategies to become more efficient and effective in their work and achieve a better life-work balance. *This course is for small groups to enable personal coaching.*

Aim

To explore the psychology of time management and gain an in-depth evaluation of your personal barriers to effective time management. You will consider your current mindset and use a range of skills so that you can take greater control of your available time and enhance productivity.

Learning Outcomes

By the end of the course, you will be able to:

- Analyse** your current time management using a Time Audit and identify areas for taking greater control.
- Identify** barriers to time management and be able to use tools/techniques to manage your time better.

- ✔ **Discuss** the psychology behind effective and unsuccessful time management.
- ✔ **Describe** the procrastination vicious cycle and how to break it.
- ✔ **Recognise** your own time management habits and time management 'mind-set.'
- ✔ **Analyse** your personal barriers to effective time management and use proven strategies for taking back control of the time available to you.
- ✔ **Use** the 'Planning Pyramid' and the 'Time Management Quadrant' as tools to plan/prioritise your time and workload and personal life and enhance productivity.
- ✔ **Choose** from a range of tools and techniques to prioritise competing tasks, to meet your goals.
- ✔ **Demonstrate** assertiveness and delegation skills to support effective time management.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ➔ Advanced Communication: Using the Principles of Neuro Linguistic Programming - NLP Techniques (2 Days)
- ➔ Assertiveness II: Assertiveness and Me: Putting it into Action (2 Days)
- ➔ Dealing with Difficult Behaviour and Situations in the Workplace
- ➔ Developing Resilience in an Ever-Changing World
- ➔ Interpersonal Communication Skills
- ➔ Making the Most of Meetings I: Skills for those chairing, leading or facilitating meetings
- ➔ Making the Most of Meetings II: Skills for those attending and participating in meetings
- ➔ Presentation Skills I: Magical Presentations to Engage, Empower, INSPIRE (2 Days)
- ➔ Presentation Skills II: Mastering Advanced Techniques for Authentic Impact (2 Days)
- ➔ Simply the Best Me – Building Your Personal Image, Self-esteem and Confidence (2 Days)

