Gearing You For Growth

Bursaries | **Business Skills** | Coaching and Mentoring | Computer Skills | E-Learning | Learnerships | Skills Development | Virtual Training

Time Management

Course Overview

It does not matter if you use a paper notebook or the fanciest smartphone, mastering your use of time will help you achieve more and worry less.

Everyone has the power to take control of their time. Learn the basic principles of time management and discover the personal style that works best for you in this self-paced book.

Target Audience

Delegates wishing to take more control of the way they spend and manage time.

Prerequisites

There are no perquisites for this course.

Duration

- 1 Day

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Course Outline

Module 1: Time management and overview
- Principles of time management.
- Understanding the benefits of time.
- Identifying different personality types.
- Assessing yourself.
- Productivity cycles.
- Pricing your time.
- Creating a time audit.
- Using the Pareto principle.
- Goals and priorities.
- Making a to-do list.
- Identifying goals.
- Setting priorities.

Module 2: Time management plans
- Time management plan.
- Preparing for a time management plan.
- Creating a time management plan.
- Daily plan.
- Handling obstacles.
- Identifying the steps to plan a day.
- Using daily plan guidelines.

Module 3: Technology and time management
- Technology saves time.
- Using technology to save time.
- Organizing your computer.
- Handling e-mail.
- Using your Internet time wisely.
- Being productive with telephone time.
- Say "No".
- Saying "no".
- Creating reasonable workloads.
- Identifying the steps to say "no".

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Module 4: Productivity
- Interruptions and meetings.
- Minimizing interruptions from a visitor.
- Minimizing interruptions from a co-worker.
- Running productive meetings.
- Attending productive meetings.
- Factors affecting productivity.
- Discussing factors that affect productivity.

Module 5: Information overload
- Causes of information overload.
- Handling information overload.
- Screening information.
- Reducing paperwork.
- Organize your office.
- Organizing your office.
- Identifying types of files.
- Communication.
- Avoiding miscommunication.
- Being an effective listener.