

Course Outline - **Time Management**

Description:	Time can never be used again. This course demonstrates that time is opportunity to be used wisely. The course is inter-active and includes a high level of student participation
Objectives:	Upon completion of the course students will have a thorough understanding of how to manage their time to maximise performance
Pre-Requisites	No previous knowledge is required
Duration:	One day

Introduction

Time – a key resource
The productivity gain
Speculate to accumulate

Assessing your Situation

Your current working practice
Plan and set objectives
Spend time to save time
Be prepared to say 'No'
Work smarter not longer

Getting Organised

Work to a plan
Grouping tasks
Use your diary effectively
Clear your desk
Use a 'document parking' system
Make use of checklists

Controlling the Time Wasters

Don't put off things that are hard
Don't avoid things you don't like
Beware of your favourite tasks
Handling interruptions
Getting through on the phone quickly
Effective use of e-mail

First things First

Make the miscellaneous a priority
Schedule backwards
Set realistic deadlines
Eliminate the unnecessary
Be confident of your priorities

Controlling the Paperwork

Aim to minimise paper work and handling
Make a habit of brevity
Minimal memos
Do not let files and filing waste time
Do not put it in writing or write faster
Use the rubbish bin

Working with and Controlling Others

Socialising and informal contact
No conflict – no wasted time
Clear instructions
Don't do it – delegate
Swap tasks to save time
All about meetings

Away from the Office

To travel or not?
Plan when to go and the journey
Use travel time constructively

