

Time Management

Time management courses generally ask you to look at how you spend your time and it can be a huge irritation filling in logs and charts as you work, on top of everything else. Most of us know our personal 'time weaknesses' and how and why we waste time. Many of us become even more keenly aware of a 'lack of time' in times of high demand or change. Some of us are chronically disorganised but most of us really do have too much to do and too many competing time pressures – all this and trying to discover the meaning of that elusive work-life balance!

This workshop approaches time management from the more personal perspective of personality, belief and motivation. It offers time for reflection and appraisal of how we actually react and respond to the myriad demands on our time and offers the opportunity to identify strategies that can be integrated into daily routine to make a difference.

content

- The balance in your life
- Factors that influence time management
- Creating the right supportive working environment
- Time management in your team
- Your personality and attitude

- How we think when under pressure
- Personal beliefs, values and motivation
- The rhythm of your day and managing your time at work
- Prioritising myriad demands effectively to achieve what is needed
- Delegating and keeping track
- Dealing with interruptions and distractions
- Handling the demands of e-mail
- Managing your physical and mental responses to time pressure
- Ultradian break activities

objectives

Understanding the influence of the emotional and the thinking brain on our time at work, particularly when under pressure or in periods of significant change

Recognising personality factors and identifying personal beliefs and values that influence our time management

The impact of the working environment on productivity

Exploring how to influence team time management

Integrating pro-active time management into the rhythm of your day