

Time & Self-Management

INTRODUCTION

This participative course enables delegates to review techniques and practices via a structured workshop atmosphere encouraging them to look at their current function and how they spend their time now. Via group and syndicate exercises they can then make informed choices in how they could change the way they do things and guidance is given in improving their self-organisation and use of their time.

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Identified** the characteristics of the effective time manager.
- **Examined** the impact of their personal style on the way they manage their time and identified ways if addressing and problems this may cause.
- **Examined** the ways in which they currently use their time and identified opportunities to use time more effectively.
- **Identified** their personal 'time stealers' and planned to deal with them.
- **Demonstrated** their understanding of priority setting
- **Planned** to delegate one of their accountabilities to a subordinate and completed an appropriate exceptions report.
- **Discussed** the basic principles of planning and project management.
- **Established** personal and work goals and planned to meet them.

COURSE DURATION: 1 Day Course

COURSE CONTENTS

Introduction to Time Management

The impact of effective time management
Characteristics of the effective time manager

Personal Style and Its Influence

Drivers and work behaviour
Assessing work attitude
Personal time usage
Time Stealers

Priority Setting

Establishing priorities
Spending the right time doing the right things
Dealing with reactive demands

Managing your Diary

The concept of key time
Making time to think
Case study

Delegation

Principles of delegation
Writing a delegation plan
Exceptions reporting

Planning

The principles of planning
Objective Setting
Scheduling longer term projects

Action Planning

Establishing personal and work goals
Personal development action plans

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