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## Time Management

In this interactive workshop you will find out that you are able to manage your time and manage your life and as a result increase your productivity. This workshop will provide you with strategies and tools that you can use. These days we are all very busy at home and at work and it's important to have a balance between the two. The balance makes you feel like you have more control in your life, which makes you feel less stressed, and as a result you are happier living life.

### Programme Content

#### Introduction

- What is time management?
- Consequences of ineffective time management
- Benefits of time management
- Setting personal objectives

#### Your current Situation

- What is your current situation?
- Identifying time stealers
- What's working and what's not
- Productivity Curve
- Keeping a time log
- Breaking old habits

#### Strategies

- Finding your balance
- Breaking goals into key tasks
- Time management matrix
- Pareto principle
- Priority Matrix
- Saying no

#### The Big Picture

- Clarifying your vision
- Identifying your key life dimensions
- Long term goals
- Short term goals
- Weekly planning
- Daily planning

#### Your Day

- Handling work once
- Organising your workspace
- Using planning tools
- To-do list
- Managing email
- Managing interruptions

#### Action Plan

- Putting learning into action
- Changing habits

## Learning Outcomes

At the end of this course participants will be able to:

- Understand the benefits of effective time management
- Identify their current strengths and areas for development
- Identify time stealers
- Be aware of their energy cycle
- Get the right things done at the right time
- Understand the difference between urgent and important tasks, and use it to prioritise and plan their time effectively.
- Achieve better results through effective planning and clarifying objectives
- Put strategies into place to enhance their time management
- Reduce stress, increase productivity, and achieve goals.
- Understand when and how to say no.
- Get control of email
- Gain a balance between work and life

## Duration:

1 Day

9am – 4pm

## Customisation

Through Kroon Training Services all training will be customised, so they are timely and relevant for the participants and “real” learning takes place.

For more information about your specific requirements, please contact



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