

## Effective Time Management

Duration: 1 day

### Overview:

Time Management is a misnomer. Individuals need to effectively organise 'themselves' within a given time period in order to gain greater productivity and minimise stress. The New Horizons' Effective Time Management Program teaches participants the fundamentals of time management. You will learn how to prioritise, plan and organise your workload and understand the elements that will sabotage your progress. Further, you will learn tips and tricks to more effectively manage your e-mail, the telephone, meetings, personal interactions, and paperwork.

### Target Audience:

This course will benefit any individual who is having challenges juggling multiple tasks or difficulties 'fitting' his/her work in a particular time frame.

### At Course Completion:

Participants will leave the course with a certificate of attendance and an individualised action plan to help support next steps on return to the workplace. More importantly you will have developed skills and knowledge to become:

- Focused on the 'right' things
- More productive
- More satisfied, confident and comfortable in your role
- Less stressed and feeling more in control
- Better able to manage interruptions, both technological and people

### Lesson 1: Getting Started

- Workshop Objectives
- Action Plans and Evaluations

### Lesson Two: Planning

- Using a Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand, and Water
- Ready, Fire, Aim!

### Lesson Three: Prioritising Your Time

- The 80/20 Rule
- Prioritising with the Urgent-Important Matrix
- Being Assertive

### Lesson Four: Setting Goals

- The Three P's
- Create SMART Goals
- Prioritising Your Goals
- Visualise your Goals

### Lesson Five: Procrastination

- Why We Procrastinate
- Nine Ways to Overcome Procrastination
- Eat That Frog!

### Lesson Six: Managing Crises

- When Crisis Calls
- Creating a Plan
- Executing the Plan
- Lessons Learned

### Lesson Seven: The Organised Workplace

- De-Clutter
- Managing Workflow
- Dealing with E-mail
- Using Calendars

### Lesson Eight: Delegating

- When to Delegate
- Who Should I Delegate to?
- Providing Instructions
- Monitoring the Results

### Lesson Nine: The Power of Ritual

- What is a Ritual/Routine?
- Example Rituals
- Using Rituals to Maximise Time

### Lesson Ten: Meetings

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Effective Agenda Writing
- Staying on Track
- Was the Meeting Worthwhile?

### Lesson Eleven:

- Instant Messaging and Chat Rooms
- Teleconferencing
- E-mail Lists and Online Groups
- Collaboration Applications

### Lesson Twelve: Wrapping Up

- Words from the Wise
- Action Plans and Evaluations