

# Time Management



## Overview:

- Do you put off more today than you can ever accomplish tomorrow...
- Exhaust yourself by 4:00 p.m. with only a fraction of your work done...
- See yourself as a decision maker who never gets time to make decisions...
- Dread the ringing phone, the knock on the door, the next business meeting?



## Benefits of completing this course:

- Become more efficient and meet more goals
- Feel calmer and more in control
- Have more energy
- Improve your patience, persistence, self discipline and confidence



## Audience:

If you're doing more and enjoying it less...it's time to get out of the time trap and back to productive management. This fast-track program will give you practical techniques for controlling time and making it a manageable resource.



## Learning Outcomes:

- Identify own time management preferences
- Learn to set goals and plan your day
- Learn to prioritise tasks
- Identify tasks that can be delegated
- Develop action plans
- Improve Personal organisation and effectiveness
- Learn to dealing with Interruptions
- Develop a balancing between work and play



## Delivery:

Workshop



## Course duration:

1 day



## Certificate:

Certificate of Attendance



## Competencies:

Collecting, analysing and organising information  
Planning and organising activities  
Work in a team  
Problem solving  
Using technology

### Delivery Options



Public Schedule



Live-Online



Group Training



In-house

### To book this course:

Call: **1300-2GO-CTS**

Web: [www.ctstraining.com.au](http://www.ctstraining.com.au)

Email: [info@ctstraining.com.au](mailto:info@ctstraining.com.au)

## Time Management

### Topics covered ...



#### ■ Principles of Time Management

- Personality types and time management
- Productivity cycles
- 80-20 Rule
- Goals, objectives and priorities
  - To do lists
  - Setting Priorities - Urgent/Important Matrix
  - Daily plan / Rule of 3 / Accountability

#### ■ Time Management Plans

- Time management plans
- Daily plans
- Obstacles to Planning

#### ■ Increasing your Efficiency

- Organisation skills
- Focus
- Motivation
- Overcoming procrastination
- Decision making
- Habitual Behaviour and improving habits
- Making your workplace work
- Technology and Time Management
- Managing emails
- Productive telephone time

#### ■ Effective Communication

- Focus
- Being an Effective listener

#### ■ Productivity

- Interruptions and meetings
- Co-workers interruptions
- Conducting proactive meetings
- Keys to productive meetings
- Factors affecting productivity
- Goal Setting
- Prioritising - urgent and important

#### ■ Dealing with Information Overload

- Causes of Information overload
- Overcoming information overload
- Organising your office
- Record keeping
- Making your filing system work

#### ■ Putting your Skills to Work

- Effective meeting management
- Improve personal time management skills

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