

# TIME MANAGEMENT FOR MANAGERS



## LEARNING OUTCOMES

- Identify opportunities to develop your time management.
- Learn how urgency and importance drive your daily tasks.
- Develop strategies to do the right thing on the right task at the right time.
- Recognise time stealers and wasters and implement strategies to reduce their impact.
- Manage your emails, meetings and work environment effectively so they do not contribute to time wastage.
- Stop other people's priorities becoming yours and learn the art of saying 'no' in a way that's honest and respectful.

## COURSE OVERVIEW

Do you feel like your time is being pulled in different directions, and you are constantly handling interruptions? The good news is there are strategies you can put in place to adapt your existing time management skills to suit your role as a busy manager.

This 1 day course will help you take back control of your time and lead your team by example, by identifying what is stealing your time and how to focus on your priorities and on what really matters.

## THIS COURSE IS IDEAL FOR

Designed for managers who want to improve their time and priority management skills to get the most out of their workday and increase theirs and others productivity.

## TOPICS COVERED IN THIS COURSE

### Assessing your time management

Looking at the five areas of goal setting, prioritisation, managing interruptions, procrastination and scheduling.

### Identifying and setting priorities

The urgent vs important tool is essential when facing a demanding workload.

### Time management strategies

Use a time management matrix to prioritise according to urgency.

### Identifying time stealers and time wasters

Implement strategies to reduce or stop the impact of time stealers and wasters.

### Managing your work environment

Understand how your work environment may contribute to time wastage and what to do about it.

### Managing meetings

Understand the five main elements of effective meetings.

### Stop other people's priorities becoming yours

Make the right choices when people bring you problems, issues, or tasks they want help with.

### The art of saying 'no'

Learn the power of a positive 'no' and how to deliver it in a way that's honest and respectful.