



Time Management Training



Time Management Training Course Outline

Time Management Foreword:

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management.

Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your long cherished long-term goals in your life.

At the heart of time management is an important shift in focus: Concentrate on results, not on being busy. This is a one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort.

By applying the skills taught in this Time Management training course, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you.

Contrary to popular belief, effective time management is not based on doing more things in less time. "Time Management" is about doing the right things and doing them better

This **Time Management** Training program is about doing the right things and doing them better.

Time Management Training Course - Lesson 1

Goal Setting

- The Three P's
- SMART Goals
- Prioritising your Goals
- Visualisation

Time Management Training Course - Lesson 2

Prioritising your Time

- The 80/20 Rule
- The Urgent Versus Important Matrix
- Assertiveness

Time Management Training Course - Lesson 3

Planning Wisely

- Creating your Productivity Journal
- Maximising the Power of your Productivity Journal
- The Glass Jar: Rocks, Pebbles, Sand and Water
- Chunk, Block and Tackle
- Ready, Fire, Aim!

Time Management Training Course - Lesson 4

Tackling Procrastination

- Why we Procrastinate
- Nine Ways to Overcome Procrastination
- Eat that Frog!



Time Management Training Course - Lesson 5

Crisis Management

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

Time Management Training Course - Lesson 6

Organising your Workspace

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

Time Management Training Course - Lesson 7

Delegating Made Easy

- When to Delegate
- To whom should you Delegate
- How should you Delegate
- The Importance of Full Acceptance

Time Management Training Course - Lesson 8

Setting a Ritual

- What is a Ritual?
- Ritualising Sleep, Meals, Exercise
- Examples of Rituals
- Using Rituals to Maximise Time

Time Management Training Course - Lesson 9

Meeting Management

- Deciding if a Meeting is Necessary
- Using the PAT Approach
- Building the Agenda
- Keeping things on Track
- Making sure the Meeting was Worthwhile

Time Management Training Course - Lesson 10

Alternatives to Meetings

- Instant Messaging and Chat Rooms
- Teleconferencing
- Email Lists and Online Groups
- Collaborating Applications

Time Management Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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