

Manage Yourself, Manage Time

Do you make the most of your time? Do you control your tasks, or do they control you? This workshop provides you with an understanding of how to manage your time more effectively.

By the end of the workshop you will be able to:

- Explain the foundations of good time management
- Explain and recognise the difference between effectiveness and activity
- Use a simple grid in order to identify the difference between urgent and important tasks
- Review your current priorities and begin to eliminate unnecessary activities and identify where you should spend your time
- Identify when delegation is an option, and know how to do so effectively
- Commit to action

Format

Through a combination of presentation, discussion, exercises and scenario-based role plays, this workshop is delivered as an interactive, engaging and thought-provoking three hour session.

Workshop Outline

- Setting the scene
- Time as a resource
- Effectiveness versus Activity
- Where do Managers spend their time?
- Forward planning
- Urgent versus Important
- Setting priorities
- The art of delegation
- Taking action



“The bad news is time flies. The good news is you're the pilot.”

Michael Altshuler