

# Personal Effectiveness and Time Management



## **Aim of the programme**

Being able to manage your time is at the heart of personal effectiveness and by default it also leads to improved business success. In today's highly paced world, where individuals are often asked to work across multiple projects and juggle the requirements of multiple stakeholders, effective time management is becoming ever more critical. It is an essential tool in the management kit bag to ensure that overstretch or burn out is avoided.

This highly interactive and intensive one day course is designed to enable delegates to perform in the most effective and timely way to deliver business objectives to the best of their abilities.

As a result of attending this course, delegates will:

- Understand their personal motivations and preferences in terms of time management
- Be able to explore how "Self" and "Others" affects time and organisational ability
- Understand the impact of stress
- Be able to explore how to prioritise with a balance of urgency and importance
- Understand how to manage time more effectively
- Understand different coping strategies to help with stress within the workplace
- Be able to be more responsible for their own time

## **Pre- Coursework**

- Complete 'Time Management' self-check questionnaire
- Complete 'Personal Motivation' self-check questionnaire

## **Content – 1 day**

The course includes the following core themes:

- Personal Motivations and Preferences:
  - Explore your default ways and habits
  - Learn the necessity and art of prioritisation – BIG rocks
  - Become aware of the dangers of Procrastination
- Stress the impact both good and bad:
  - Explore how stretch and challenge can improve your performance
  - Know the limits and signs in both you and others in the team
  - Learn to say 'NO'
- Strategies that streamline:
  - Know the difference between important and urgent tasks
  - Make better delivery decisions as a result of assessing importance v urgency and work as part of a team to achieve success
  - Explore how to approach task management effectively
  - Set yourself up for the future to succeed with accurate goal setting
- Action Plan:
  - Commit to yourself how to make every minute count – the hours will then look after themselves

## **Post workshop activities**

- **Step 1:** Delegates to share key learnings with their line manager and contract most effective ways to work
- **Step 2:** Delegates to ensure that time is booked with themselves daily to evaluate, review and set themselves up to manage their activities; and to complete a weekly review to celebrate success.