



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Effective Time Management

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Effective time managers enjoy the satisfaction of directing their talents and energy towards productive, goal-centred activities. In this course, participants will learn effective time management and organizational skills. This will allow them to also use their time and energy efficiently, focusing their efforts on the activities that will help them reach their short- and long-term professional and personal goals.

Target Audience

This course is intended for:

- Professionals in a variety of fields who are seeking improved time-management skills, so that they can meet their long-term goals and perform more effectively.

Prerequisites

To attend this course, candidates must have:

- Some level of work experience in any of a variety of organizational settings
- General end-user computer and Internet skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan by:
 - Analyse how you are currently allocating your most precious resources: energy and time.
 - Identify elements of your work style that contribute to your effective use of time.
 - Assemble a collection of time-management tools and strategies that you can use to take control of your time.
 - Create an action plan for your time-management process and identify ways to evaluate and improve your efforts.



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Course Topics

Module 1: Defining Goals

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- State Goals

Module 2: Analysing Energy Allocation

- Create a Time Log
- Analyse Tasks
- Analyse Time Usage
- Analyse Energy Flow

Module 3: Identifying Personal Style

- Review a Successful Day or Project
- Analyse Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

Module 4: Assembling the Toolbox

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

Module 5: Creating a Time-Management Action Plan

- Create the Action Plan
- Evaluate the Time-Management Action Plan

ACTIVITIES INCLUDED