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It is more important than ever to develop highly effective time management skills to minimise stress, increase productivity, overcome procrastination and effectively delegate.

This fun and engaging Time Management training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Canberra, Adelaide and Perth.

Time Management Training Course Outline

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.

One skill that is prevalent in all leaders of repute is time management. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. Managing time well enables you to be in control of your life; it allows you to act on situations rather than react to situations. When reacting to situations you are ill-prepared and under stress so your action is far from your optimum capacity. Whereas, when you act on situations it is well planned and thus allows you to function at your highest.

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 the Time Management Workshops, 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.

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

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Time Management Training Courses are delivered by **pdtraining's** Time Management training specialists in Brisbane, Sydney, Melbourne, Adelaide, Canberra, Perth and Australia wide.



Learning Outcomes

- Set S.M.A.R.T. goals
- Learn to prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Learn to easily handle high pressure, crisis situations
- Learn to organise their workspace for efficiency and productivity
- Master when & how to delegate for maximum productivity
- Learn to set daily rituals for better productivity
- Gain insightful skills to better manage meetings and keep them on track
- Discover alternatives to in-person meetings

Course Length

- 1 - day

<p>Time Management Training Course - Lesson 1 Goal Setting</p> <ul style="list-style-type: none"> • The Three P's • S.M.A.R.T Goals • Prioritising your goals • Visualisation 	<p>Time Management Training Course - Lesson 6 Organising your Workspace</p> <ul style="list-style-type: none"> • De-clutter • Managing workflow • Dealing with e-mail • Using calendars
<p>Time Management Training Course - Lesson 2 Prioritising your Time</p> <ul style="list-style-type: none"> • the 80/20 rule • The Urgent versus Important Matrix • Assertiveness 	<p>Time Management Training Course - Lesson 7 Delegating Made Easy</p> <ul style="list-style-type: none"> • When to delegate • To whom should you delegate • How should you delegate • The importance of full acceptance
<p>Time Management Training Course - Lesson 3 Planning Wisely</p> <ul style="list-style-type: none"> • 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! 	<p>Time Management Training Course - Lesson 8 Setting a Ritual</p> <ul style="list-style-type: none"> • What is a ritual? • Ritualising sleep, meals, exercise • Examples of rituals • Using rituals to maximise time



Time Management Training Course - Lesson 4
Tackling Procrastination

- Why we procrastinate
- Nine ways to overcome procrastination
- Eat that frog!

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 5
Crisis Management

- When the storm hits
- Creating a plan
- Executing the plan
- Lessons learned

Time Management Training Course - Lesson 10
Alternatives to Meetings

- Instant Messaging and chat rooms
- Teleconferencing
- E-mail Lists and online groups
- Collaborating applications

Web Links:

View this course outline

- <http://pdtraining.com.au/time-management-training>

In-House Training – *Instant Quote*

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