

Duration 1 Day

TC1064

OVERVIEW



'Counting time is not so important as making time count.'
James Walker – President of Harvard University, 1853-1860

For every person in business, time is of the essence. It is our most precious resource and we never seem to have enough of it at our disposal.

Successful people are those who, invariably, understand and utilise tools and techniques for managing time in the most efficient and effective manner, and ultimately reaching their goals.

This programme is applicable to everybody in business, whether a team member, autonomous worker or manager – we all must 'manage time' or run the risk of allowing it to manage us!

WORKSHOP OBJECTIVE

This workshop is aimed at providing individuals with the techniques and tools for:

- Identifying personal values and how these relate to current personal time management practices
- Evaluating personal efficiency/inefficiency in managing time
- Identifying time wasters – what's managing you?
- Understanding time management issues and pitfalls
- Establishing priorities
- Keeping time logs – for diagnostics and every-day time tracking
- Making time with The 'Make Time' Model (Kris Cole – *Make Time*, 2001)
- Putting action plans in place – setting lifestyle goals

TARGET AUDIENCE

This workshop is designed for:

- Have identified the benefits of managing time more effectively in meeting their personal and professional goals.
- Find themselves reaching the end of the day without having achieved much of what they set out to accomplish.
- Believe that much of the stress felt in daily business is due to a lack of efficiency in managing time.

PREREQUISITES

There are no prerequisites for attending this workshop.

PRE-COURSE WORK

There is no pre-course work for this programme

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LEARNING OUTCOMES & FACILITATION

This workshop is aimed at providing individuals with the techniques and tools for:

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7 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED



FACILITATION & DELIVERY

PM-Partners is a Global PMI (Project Management Institute) Registered Education Provider.

Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 7 PDUs for their participation in this workshop.

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials, tools, templates and checklists, ready for use.

Facilitators of this workshop use a variety of delivery methods including:

- Tools for self-diagnostics
- Group discussion
- Brainstorming
- Visual triggers
- Individual exercises
- Case studies

Facilitators are experienced practitioners who have had a high degree of hands-on, practical experience within this area and its delivery to audiences at varying levels within an organisation. Our participants are also entitled to complimentary telephone consultation/advice within 60 days of workshop completion.

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- ASSESSMENT/ASSIGNMENTS** Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.
- Follow-up assignments are not part of this workshop offering, but may be estimated, designed and conducted upon request.
- OPTIONS & CUSTOMISATION** Optional training modules may be added to this workshop:
- Additional day/s to cover a greater depth and practical application practise scenarios.
- Or
- This workshop may be cost effectively customised to suit your timeframe and business environment using a workplace-based scenario or project.

Workshop Summary

Workshop Content Summary

- Problem Solving versus Decision Making
- Workshop Objectives & Action Plans
- Misconceptions About Time Management
- Your Personal Vision – What Do You Value?
- How do YOU Manage Your Time?
- Time Stealers – What's Managing You?
- Time Management Issues & Pitfalls
- So How Do We Do It? 4 Steps
- Establishing Priorities
- Urgency Addiction
- Keeping a Time Log
- The 'Make' Time Model (Kris Cole – Make Time, 2001)
 - Value-adding Activities
 - Marginal Activities
 - Proactive & Reactive Activities
 - The Four Quadrants Explained
 - Exploring the 'Make Time' Principles
- Getting Into Action – Setting Some Lifestyle Goals
- How Successful People Manage Their Time