

Planning and prioritising are the keystones for effective time management. What happens to knock you off course? Procrastination, interruptions, ineffective delegation, and unclear communications and responsibilities can all thwart your plans. The solution lies in being aware of the specific problems you yourself face, and training in the skills and techniques to overcome these obstacles.

Your Workshop Leader: Alan Fowler

LEARNING OUTCOMES

By the end of the course delegates should be able to:

- recognise those areas of personal time management which need improvement
- prioritise and allocate time appropriately to tasks and set achievable goals
- learn to recognise – and avoid – bad habits
- establish a balanced life/work framework
- create an action plan for time improvement relevant to their work

SKILLS AND TECHNIQUES

- Working Smart (your brain and what you can do with it)
- In-Tray Analysis (allocating out)
- Delegation (of course I could do it but should I?)
- Investing time in teaching others
- Resourcefulness (I can't but I know a man who can/I know how to make it happen)
- Mirroring (e.g. reduced output of emails = reduced inflow of emails)
- Man And Machine (using processes to get things done for you)
- Ju-jitsu (making things happen with least effort)
- Management By Not Responding (what you don't do makes things happen)
- Use of checklists and diary (monitoring others)

WHO SHOULD ATTEND

Suitable for anyone who has grappled with Time Management issues and is looking for new or different approaches to keep pace with the speed of modern work practices.

Outline Programme

Welcome and Introductions

Self-Analysis

- Time Audit – what problems does it show?
- AAAD – see yourself as others see you
- Procrastination – how to take it away
- Prioritisation – what to do next and why

Three Basic Principles of Time Management

- Parkinson's Law
- Pareto's Law
- Time is Deep not Long

Refreshment break

Techniques for Managing your Time

- Looking far ahead
- Red and Green time
- Filtering opportunities
- Working smart
- Cutting down your emails
- Delegation to people
- Resourcefulness
- Delegation to things
- Checklists
- Time ju-jitsu

Lunch

Establishing a Framework for Choice

- Personal Goals
- Work Goals
- Changing your Habits

Refreshment break

Bad Habits

- Hapsy-Flapsy
- Lone Hero

Personal Action Plan

- What to do today?
- First commitment to continuous improvement

Summary

Close of Workshop



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