
Managing Time and Priorities



Course Title: **Managing Time and Priorities**

Duration: **1-day**

Course reference code: **MT-1**

Target Audience:

Although the techniques covered in the seminar are applicable to most people, the following individuals should find the material an essential factor in achieving their business objectives.

- **People working in busy office environments who want to become more effective**
- **People who need to react to high-level interrupts as well as achieving their own tasks**
- **People working in a home-based or tele-working environment**

TIME is a resource that cannot be bought, sold or stored for future use. This seminar concentrates on the practical aspects of organising your professional and domestic life so that you can achieve more of the things that YOU want to do. This seminar shows how to reduce the effects of interruptions, improve the effectiveness of meetings and prioritise your daily tasks to gain greater satisfaction and efficiency from what you do.

Brief Agenda

- Time Analysis and Work Behaviour
 - Identifying the time wasters
- Managing Yourself
 - Analysing your time log and prioritising your work
- Planning Your Work
 - Effective use of diaries, PDAs and time-planning aids
- Getting Organised
 - Paper and desk management
 - Effective communication channels
- Electronic Communications
 - Making effective use of modern technology
- Dealing with Interruptions
 - Learning to say 'NO' and coping with demands from others
- Meetings
 - How to improve the efficiency and effectiveness of meetings
- Handling Decisions
 - Mechanising the decision-making process
- Delegation
 - Working with others effectively
- Escaping the Time Trap
 - Creating your personal time management survival kit
- Creative Problem-Solving Techniques
 - Practical review of some useful techniques
- Time and Task Planning & Contact Management Software
 - Practical review of some useful software packages
- Action Plans
 - Establishing a realistic plan using the techniques covered during the day

A number of case studies, exercises and discussion sessions will provide the delegates with an opportunity to put into practice some of the techniques they have acquired.