

Practical Time Management

half-day
management
master class



- ▶ **Develop an awareness of priorities and high value tasks**
- ▶ **Understand the difference between important and urgent items**
- ▶ **Manage your workload**

This fast paced, highly interactive half-day workshop shows participants how to improve their personal effectiveness



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Practical Time Management



Overview

This workshop is designed to help delegates to be more effective and more purposeful in their work and personal lives. The course also introduces delegates to systematic time planning techniques and highlights the methods available for effective scheduling and prioritisation. The workshop also considers how to deal with interruptions and distractions (including how to deal with email.)

Learning objectives

By attending this highly interactive half-day course you will:

- ▶ **Gain an insight into the key principles involved in managing time effectively**
- ▶ **Acquire an insight into your core values**
- ▶ **Master an elegant process for setting long and short term goals**
- ▶ **Appreciate how to take charge of your calendar (including your email)**
- ▶ **Discover the importance of 'batching' in structuring your day**

Who should attend?

Anyone who wants to develop their personal effectiveness in the work place.



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Workshop content

Key principles of Time Management



Considering the fundamental principles or key ideas that drive time management theory and support personal effectiveness.

◆ **Exercise:** *identifying the core principles*



Whole life planning



The starting point for any attempt at improving personal effectiveness is to set goals based on the most important aspects of your work and social life.

- ▶ Understanding core values
- ▶ The wheel of life technique
- ▶ The stretch goals concept
- ▶ Visualising long term stretch goals
- ▶ Setting short term SMART goals

◆ **Exercise:** *the wheel of life exercise & visualising stretch goals*



Prioritising tasks



Highlighting the tasks that need to be done in order to start to achieve the priorities.

- ▶ Understanding the difference between 'urgent' and 'important' items
- ▶ The 80/20 rule
- ▶ The importance of a 'system' in avoiding being overwhelmed

◆ **Exercise:** *completing the urgent V important matrix*



Workshop content

The batching concept and diary management

The essential premise behind the batching concept is that if you group similar items together and work on them in a single time slot or batch you can achieve much more than if you hop or jump from task to task. All the research shows that tremendous reduction can be made in the time taken to complete jobs by avoiding fragmenting them, thus making it unnecessary to return to them.

- ▶ Protected 'A' time
- ▶ The fixed schedule concept (routines & rituals in time management)
- ▶ Handling the telephone
- ▶ Dealing with post
- ▶ Email strategies

◆ **Exercise:** *planning for fixed routines*



Feedback

Feedback is based upon peer review using a BMC assessment checklist. Completing the BMC assessment checklist is not only valuable to the people involved in a given case study, it also helps those completing them to gain an in-depth understanding of the knowledge, skills and attitudes that make up an excellent time manager.

Contact

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