Time Management

Managing personal priorities

Course Overview

Many people see 'fire fighting' as a normal part of their day and learn to live with it. Whereas we all have to fire-fight on occasions, it's easy to dismiss doing something about it.

Nobody would suggest that a one day Time Management course would enable you to sort out the world's problems the next day but if you are honest with yourself you would find areas where many improvements could be made. This can make you more efficient and more potentially effective as well.

Course Focus

- Practical tools to increase work day efficiency
- How to identify poor areas of time management
- Tips to better manage your time
- Balancing work and personal time
- Setting goals, prioritising and planning
- Conquering time wasters
- Improved problem solving & decision-making
- General ways to better your lifestyle

Course Outcomes

On completion of this one-day course you should be able to:

- Establish how effective you have been in using your time
- Monitor how you're presently spending your time
- Identify personal and group time wasters
- Evaluate alternative time usage strategies
- Improve your usage of time
- Improve planning of activities and projects (although not a 'primary focus' of this course).

Who should attend?

Professionals, managers, team leaders, team members.

Course delivery

This course is typically delivered in-house ie not as a public course. It can be customised to suit organisational needs eg this could include referencing organisational systems and tools, introducing project management etc.

AGS Consulting & Training is an
Australian Institute of **Project Management**
Endorsed Project Management Course Provider.

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Please contact us for dates of Public Courses in Project Management and Program Management as well as for qualifications and professional certification assessments.

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Course Outline

1. **Introduction - What is Time Management?**

2. **Starting point – How Effective are you using your Time?**
   - 60 seconds test
   - current reality wheel
   - Wheel of success in Time Management
   - Self evaluation – Questionnaire results
   - Time Log & Activities sheets

3. **How to control Your Use of Time - Roadmap**
   - Examples of Successful Time Management

4. **Identifying and conquering time wasters**
   - External
   - Internal

5 **Setting Goals and Prioritising**
   - Why Set Goals?
   - Setting Goals & Prioritising

6. **Planning**

7 **Take Action**
   - Tips to continue effective time management

8. **Where to Now?**
   - Positive attitudes & mindset
   - Assessment
   - Reminder breaking habits & time saving strategies

Course Duration

This course is typically delivered in one day. If customised (eg including basic project management tools and principles), it can be delivered in two days.