



Effective Time Management

(Are You Running Your Life? Or Is It Running You?!)

Time Management is Life Management.

Poor time management leads to stress, pressure and a feeling of being “out of control”. Good time management leads to success in our working environment, with sufficient space in it for planning, reading, thinking, talking, relaxing and time to enjoy a more balanced and rewarding life away from work, with family, friends, and in our own company.

Yet everyday most of us are “losing” the time we need to be productive and successful... not just because of other people, but also to our own poor habits, lack of planning, poor organisation, procrastination and lack of focus.

Many of us spend far too much time on what’s not really important, and far too little time on the crucial tasks and activities that can speed us towards our goals.

This interactive and enjoyable course is designed to help participants rediscover their key objectives, personal goals and key result areas, and then learn powerful ways to focus on the important activities. Exercises to eliminate unnecessary activities, interruptions and time-wasters are undertaken, leading to prioritising, planning – and being happily on top of things once more!

Topics covered include:

- **What is Time? All have 24 hours a day – what’s the problem?**
- **First Things First – the big picture. ... Key Objectives**
- **Establishing Priorities**
- **Life Balance – the grid of life**
- **Where Does It Go Right Now? – self-analysis questionnaires**
- **The Pareto Principle: the 80:20 Rule**
- **Urgent vs. Important – using the Time Management Grid**
- **Shorter and More Productive Meetings**
- **Delegation – a great investment**
- **Getting Back in Control – Great Time Management Strategies**
- **Tidy Desks & Telephone Tips**
- **Assertiveness and Saying No!**

- **Prime Time - & how to harness it**
- **“Time Out” & other odd ideas!**
- **To Do Lists, Weekly Planners & Other Useful Tools**
- **Learning from others...**

... and any additional topics specifically requested by the participants

Presenter:

David Henton, International Presenter and Communication Specialist, New Zealand

Duration:

To suit Client requirements

Venue & Dates:

To suit Client requirements

