

TIME MANAGEMENT TRAINING

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COURSE LENGTH: 1.0 DAYS

The PD Training Time Management Training Course will help you become more productive and more efficient in your role, and includes training in effective time management strategies such as goal setting, effective task prioritization and delegation and applying Pareto's 80/20 rule. Additionally, you'll gain valuable skills in categorizing tasks using a matrix and managing emails. This course equips you with the knowledge to plan strategically, develop lasting techniques to tackle procrastination and much more. Handling high-pressure, crisis situations will become second nature, and you'll master the art of organization for optimal efficiency and productivity. The course also covers when and how to delegate tasks for maximum productivity. Additionally, you'll gain insightful skills for better managing meetings and ensuring they stay on track.

In this course, you will not only learn the techniques, but also gain hands-on experience in applying them to real-world situations. We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively before attending the course - you'll receive an invitation to do this once you've enrolled. The trainer will then customize the training to your needs and cover those topics in more detail to ensure that you not only understand the concepts, but can also confidently apply them in your day-to-day work.

This comprehensive training course is available across the United States, including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

Looking for a 3-hour Live Online version of the course? [Click Here to View Our 3-Hour Virtual Time Management Training Courses](#)

TIME MANAGEMENT TRAINING COURSE OUTLINE

FOREWORD

Understanding, identifying and defining your long-term goals is the very first step for effective time management. With the broader goal in the background, you can now set a series of short-term goals that will guide you to the longer-term goal.

By applying the skills taught in Time Management Training, you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time, but in prioritizing, organizing, focusing efforts and managing more effectively.

OUTCOMES

By the end of this training session, participants will be able to:

- Set S.M.A.R.T. goals
 - Prioritize effectively
 - Understand how to apply the 80:20 rule
 - Categorize tasks using the Urgent/Important Matrix
 - Manage Email
 - Plan strategically
 - Gain lasting skills to tackle procrastination
 - Handle high pressure, crisis situations with ease
 - Learn to organize the workspace for efficiency and productivity
 - Master when and how to delegate for maximum productivity
 - Set daily rituals for better productivity
 - Gain insightful skills to better manage meetings and keep them on track
 - Discover alternatives to in-person meetings
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MODULES

Lesson 1: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Lesson 2: The Psychology of Time

- Less Stress, More Free Time
- Change Your Language

Lesson 3: My Personality Style

- My Style
- Planning and Completing Tasks
- Time Management Scenarios

Lesson 4: How I Currently Use My Time

- Work Life Balance
- Time Audit
- The Glass Jar

Lesson 5: Overcoming Procrastination

- Procrastination Explained
- Common Cause of Procrastination
- Overwhelm
- My Procrastination Battle Plan

Lesson 6: Building a Time Management System

- The 4 D's of Time Management
- Design My Week
- Time Management Buffer System
- The Urgent/Important Matrix
- S.M.A.R.T Goals

Lesson 7: Strategic Assertiveness

- How to Say No
- Managing Up/Managing Down
- Setting Boundaries

Lesson 8: Working From Home

- Tips for Remote Employees
- Organising my workspace

Lesson 9: The Digital Advantage

- Managing Emails
- Digital Tools

Lesson 10: How to Best Manage Meetings

- Is a Meeting Required?
- Implement the PAT Technique
- Writing Agendas
- Stop Discussion Deviation
- Post-Meeting Follow-Up

Lesson 11: Meeting Options

- Virtual Conversations
- Conference Calls
- Electronic Communications
- Using Cloud-Based Applications

Lesson 12: Wrapping Up

- Words from the Wise

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)