PROFESSIONAL DEVELOPMENT TRAINING

Time Management for the Modern Individual

REQUEST QUOTE

1.0 DAY COURSE

PD Training is proud to release the latest in our Signature Series of courses with the Time Management for the Modern Individual training course. With over one year's development and testing, we believe this is the most effective time management course we have ever delivered!

Participants will learn how to use a range of modern tools including mobile devices, mobile apps, online counters and timers to help with managing your time and being more efficient during the workday. Other skills include prioritizing goals, conducting a personal "time audit", overcoming procrastination, automating Outlook to be more efficient and much more.

We have incorporated a range of professional systems and practices to help participants take advantage of the most recent and effective time management skills. Participants will also discover how their personality type can impact their personal time management.

Click the "Group Training Quote" button for a free quote for your internal team training or click the "Register Now" button to view the current public schedule.

What You'll Gain:

Time Management plays an important role in business and mostly in personal development. It helps individual how to manage their time effectively and efficiently.

In Time Management for the Modern Individual training course participants will learn different strategies to utilize their time, setting a goal, categorize priorities and learn how to avoid common mistakes in time management such as failing to manage distraction, failing to keep a To-Do list and much more.

Outcomes

In this course you will learn to:

- How to use your Personality Traits to improve your Time Management
- Set and prioritize goals using D.A.R.T. and O.P.U.S.
- Discover the Benefits of conducting a Time Audit

- Discover the Myth of Multitasking
- Manage your workflow effectively
- Learn the Power of Prioritizing effectively
- Categorize tasks using the Urgent/Important Matrix
- Understand how to apply the 80:20 rule
- Understand how to Rank your Priorities
- Gain lasting skills to tackle procrastination
- Learn the Benefits of Setting and Using Professional and Personal Routines
- How to Utilize the Automation Tools available in your Outlook Email

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Modules

Lesson 1: My Personality And Time Management

- Using my awareness of personality profiles to improve my time management
- Reflection

Lesson 2: Starts With Successful Goal Setting

- It starts with successful goal setting
- Using dart opus goals
- Goals are great
- Don't miss 'now'
    - Dart goals
- Now, add your opus - writing goals down using present tense
    - Prioritising your goals
    - Evaluating and re-evaluating
- Setting yourself up for success:
    - Bringing your goals to life by visualising & emotionalising
- Reflection

Lesson 3: How I Currently Use My Time

- What Makes up my day?
    - The Glass Jar Analogy (Rocks, Pebbles, Sand, and Water)
    - Where does my time go? Time Audit
- 14 Day Action Challenge: Time Audit
    - Time Log (example)
- Reflection

Lesson 4: Get It Done - "The Art Of Doing"

- The Myth of Multi-Tasking
- Myths
    - Surprising (and disturbing) discoveries:
    - Managing Workflow - the 4 D's
- Overwhelmed?
    - Are you using your mind as a collection point?
- To-Do-List Best Practice

- 5 Tips for To Do List best practice
- The amazing Power of Clustering

- Reflection

Lesson 5: Prioritise Your Time

- The Story of the Mexican Fisherman & the Banker
- Urgent Important Matrix
- The 80/20 Rule
- A.B.C.D.E. Prioritisation
- Ranking My Priorities
  - The Paired Comparison or ✓ (Tick) Method
- Reflection

Lesson 6: Procrasination – How To Beat It

- Why We Procrastinate
- Overcoming Procrastination
- Still Can't Get Started?
  - Eat That Frog!
  - Ready, Fire, Aim!
  - 5 Minute Rule
- Reflection

Lesson 7: The Power Of Routines

- What is a Routine?
  - Personal Routines
  - Professional Routines
  - Using Routines to Maximise Time
  - Maximise Your Productivity
- Reflection

Lesson 8: How to Automate Repetitive Actions in Outlook

- What are Quick steps
- Outlook Email – What can Quick Steps Do?
  - Move to:
  - Team Email
  - Create Your Own Quick Step
- What are Quick Parts?
  - Adding a Quick Part
  - Modifying a Quick Part
  - Deleting a Quick Part
  - How do I create Quick Parts in Gmail?
  - FAQ
- Reflection

Lesson 9: Reflection

- Remember: The Simple Secret of Successful Time Management
- Course Reflection
- Create an Action Plan
- Accountability = Action
- So, how did we do?
- Some parting thoughts to inspire you
- References

Talk to our expert team

Phone:

Email: