PROFESSIONAL DEVELOPMENT TRAINING

# Time Management Training - Half Day

REQUEST QUOTE

0.5 DAY COURSE

**The PD Training Time Management  3-hour live, online 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, task prioritisation and delegation, applying Pareto's 80/20 rule, managing emails, overcoming the procrastination habit and much more.**

**This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.This is an instructor-led class that you can attend from home or your office.**

**We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.**

**These courses are facilitated in English, and are open to people from different industries across the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.**

**Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs  see our outcomes in the reviews.**

****Please note, this class runs to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Be ready - check your device is ready to go by use this test link.**

## What You'll Gain:

Understanding, identifying and defining your long-term goals is the very first step when implementing an effective time management solution. With the broader goal in the background, you can now set a series of medium and short-term goals that will effectively lead you to achieving the cherished long-term goals in your life.

By applying the skills taught in the Time Management Workshops, you can optimise 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 necessarily based on doing more things in less time.

# Outcomes

**After Completing this course you will know how to:**

- Prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency

---

# Modules

### Lesson 1: My Relationship with Time

- Workshop Objectives
- Pre-Assignment Review
- My REACH Profile and Time Management

### Lesson 2: Setting SMART Goals

- The Three Ps
- The SMART Way
- Prioritising Your Goals
- Visualisation

### Lesson 3: Prioritising Your Time

- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive

### Lesson 4: Planning Wisely

- Creating Your Productivity Journal
- Maximising the Power of Your Productivity Journal
- Chunk, Block & Tackle
- Ready, Fire, Aim!

### Lesson 5: Tackling Procrastination

- 9 Ways to Overcome Procrastination
- Eat That Frog!

**Talk to our expert team**

**Phone:**

Email: