PROFESSIONAL DEVELOPMENT TRAINING

Time Management Training

REQUEST QUOTE

1.0 DAY COURSE

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

What You'll Gain:

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

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: Priortising 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!

Lesson 6: Crisis Management

- When the Storm Hits
- Creating a Plan
- Executing the Plan
- Lessons Learned

Lesson 7: Organising Your Workspace

- De-Clutter
- Managing Workflow
- The 4 Ds
- Remove the Sting
- Dealing with Email
- Using Calendars

Lesson 8: Delegating Made Easy

- When to Delegate
- To Whom Should You Delegate?
- How Should you Delegate?
- Keeping Control
- The Importance of Full Acceptance

Lesson 9: Setting a Ritual

- What is a Ritual?
- Ritualising Sleep, Meals & Exercise
- Example Rituals
- Using Rituals to Maximise Time

Lesson 10: Meeting Management

- Is it Necessary?
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting was Worthwhile

Lesson 11: Alternatives to Meetings

- Virtual Meetings
- Teams Chat/Slack Groups
- Collaboration Applications

Lesson 12: Wrapping Up

- Wrap Up

Talk to our expert team

Phone:

Email: