Time Management

Staff waste too much time being handling emails, being interrupted by queries, looking or asking for information, handling work that should be delegated to others, or dealing with processes that are overly complicated and take too long to perform.

Understanding how we waste time and developing strategies to deal with the larger pieces of work in an organised way will make work easier to perform and improve the productivity of staff.

Program content

This program will develop knowledge and skills to be better able to:

- Prioritise tasks according to Importance and Urgency
- Break down tasks into bite size pieces
- Learn how to:
    o Perform a self-analysis
    o Create a baseline of current time wasted
    o Understand the impact of interruptions
    o Manage emails
    o Manage paperwork
    o Better manage and administer meetings
    o Create more effective meetings
    o Delegate
    o Learn to say "no"
    o Avoid Procrastination
    o Create Tasks Lists
    o Schedule work
    o Understand Maslow's Learning model
    o Apply better practices to handling day-to-day activities
    o Learn new habits
    o Understand the impact of the internet, social media and personal mobile phones usage on workplace productivity
    o Learn a structured approach to time management
    o Understand 5S systems which create a more productive workplace
    o Lean principles and value stream mapping
    o Develop discipline as a foundation stone for improvement
- Develop an Action Plan to implement effective techniques to manage time on a daily basis

Learning objectives

During this program, participants will increase their knowledge of:

- Tools and techniques to change their personal habits and use new methods to use their time more effectively

- Identify and set new disciplines to better manage time

- Tools to manage daily and future tasks according to a new priority definition

- Techniques to start planning and scheduling tasks according to a predefined methodology

- New templates to use as an individual, across the team or organisation that will more effectively manage emails, meetings and the flow of work.