

Open Course

Course Title: Effective Use of Time

Duration: 1 day

Target Audience: Useful for all those who feel the speed of technology is swamping their ability to keep on top of workflow. It will help to reduce time wastage and introduce new ways of working.

Objectives: At the end of this course participants will be able to:

- Identify and eliminate time stealers
- Handle interruptions confidently and effectively
- Clarify priority/non-priority tasks
- Plan, realistically, proactive and reactive time

Course Content:

Welcome and introductions

Course objectives and overview

Common time problems

- What wastes your time?
- Analysing the workload
- What does routine mean?

Identifying and dealing with

- Interruptions
- Procrastination
- Clutter

Setting clear targets and time limits

- Proactive or reactive?
- Committed -v- free time
- Urgent and ASAP

Prioritising

- Establishing priorities
- Important or urgent?
- Managing priorities
- Saying "No"

Getting organised

- Planning tools
- Managing paper and people
- Who's got the diary?
- Using IT to help

Delegation

- The five stages
- How much should or could be delegated?
- Managing delegation from below

Back in the real world! (a practical session)

- The importance of planning
- Giving and getting deadlines
- Which one do I do first?
- Getting the buy in to change

Action session

- How can this be put into practice?
- What do I need to do differently?

Summary and close