

Time and Priority Management

Trying to balance all the demands on your time can be overwhelming. By learning how to manage your time effectively, you can accomplish more and feel more in control. By becoming more effective in your use of working time you can reduce stress, enjoy your work day and become more productive.

Topics

- Why people don't manage their time
- How do you spend your time now?
- Costing your time – How much is your time worth?
- Using and analysing an activity log
- Determining work priorities and prioritised work lists
- Planning for success – personal and professional goal setting
- Recognising your own energy patterns
- Shifting your focus
- Allocating activities
- Using *to do* lists
- How to concentrate on the work at hand
- How to avoid procrastination
- How to make the least of interruptions
- How to cut down on paperwork
- Ten time saving tips that work
- How to make quick decisions

Target audience

Frontline and departmental managers needing to use their time more effectively.

Course Length: 1 day

For more details on how Learning Insight can help your organisation contact

Learning Insight

Phone: 02 46282088 – Fax 02 46282188 - Mobile: 0400 778807

enquiries@learninginsight.com.au

Page 1

A moment's insight is sometimes worth a life's experience.
Oliver Wendell Holmes Jr. (1841 - 1935)