Target Audience

- This time management course provides training for company employees wishing to take more control of the way they spend and manage time.

- Helpful templates are provided to plan and control your workload on a daily, weekly and monthly basis, to assist with personal organisation and task management.

Course Aim

- The KSL time management course provides tools and techniques that allow participants to manage their time more effectively and feel more in control.

- The training also enables participants to identify areas of their job where time could be better utilised and the actions necessary to alleviate problems identified.

Course Objectives

By the end of this half-day training course, the participants will have:

- Identified their biggest ‘time stealers’ which reduce their productivity and established solutions to reduce or remove their negative impact.

- Acquired practical time management skills for scheduling, planning and prioritising work.
Course Outline

09:30 Welcome and introductions
- Course objectives and outline for the day
- Domestic arrangements and style of programme
- Facilitator presentation and personal introductions

10:00 Identifying your greatest 'time stealers'
- What are your greatest time stealers?
- Ice breaker exercise, small group and individual reflective exercise.

10:20 Guiding principles of time and self management
- Planning and controlling your workload
- Keeping yourself motivated to achieve tasks
- Reducing travel time and how to optimally use the time available to you
- Managing communication
- Small group exercise with presentation feedback and group discussion

11:00 Coffee

11:15 Identifying and managing peak physiological performance time
- Peak physiological performance and time
- Personal peak performance times and importance of breaks
- Handling interruptions
- Saying ‘no’ and negotiating solutions
- Presentation followed by individual exercise and group discussion

11:40 Prioritising workload and key tasks
- Importance and methods of prioritisation
- Presentation, discussion and individual exercises

12:05 Solutions for managing greatest time stealers
- Finalising our strategies to resolve time stealers
- Individual reflective and action planning exercise with colleague support

12:30 Course Feedback & Close

"I enjoyed the course very much. The tutor was excellent and was able to adapt the course to address my particular needs which was helpful."

Megan Charles, Compliance Manager, Finance & Leasing Association