

Effective Time Management Business Skills

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$300+ GST

Course Description

Time is a form of currency, and the ways that we talk about it illustrate its value: we say “Time is money,” and “My time was well spent,” or “It’s a waste of time.” Like most professionals, you’ve probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Articulate your goals.
- ✓ Analyze how you are currently allocating your most precious resources: energy and time.
- ✓ Identify elements of your personal work style that contribute to your effective use of time.
- ✓ Assemble a collection of time-management tools and strategies that you can use to take control of your time.
- ✓ Create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

Course Content

Defining Goals

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- Articulate Goals

Analyzing Energy Allocation

- Identify How Energy Is Spent
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

Identifying Personal Style

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

Assembling the Toolbox

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

Creating an Action Plan

- Create the Action Plan
- Evaluate the Time-Management Process