Practical Time and Workload Management

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	233-16
Duration	2.00 day(s)	12:00 hours [1]
Website link	https://pmctraining.com/training/practical-time-and-workload-management/

Essential Tools to Conquer the Clock

Almost everyone encounters overwork and the pressure of time constraints — even the most organized person can sometimes feel overwhelmed and frustrated. This workshop will introduce you to practical 'how-to' techniques to help you achieve better results, both at work and in your personal life. You will learn how to organize your time effectively and utilize self-management habits that lead to increased productivity both on and off the job.

You'll complete a 21 point self-assessment that will help you understand your personal style of time management, learn how to make that style work for you rather than against you, and work more productively with people who manage their time differently.

Learning outcomes

At the end of this workshop, you will be able to:

- Apply the basic principles and concepts of time management
- Identify and overcome obstacles to successful time management
- Know the difference between reactive and proactive planning
- Create personal scheduling strategies to improve effectiveness
- Juggle multiple priorities, projects and deadlines
- Conquer procrastination

Workshop topics

Time Management Overview

- What does it really mean to manage your time?
- The consequences of poor time management
- How well do you manage your time? A self-analysis: work and home

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

- Pinpointing obstacles

Personal Time and Self-Management Skills
- Identifying common time wasters
- Dealing effectively with interruptions
- How to deal with drop-in visitors
- How to shorten phone calls
- Understanding the difference between excellence and perfection
- Learning when and how to say no using positive language
- Optimize internal communication to avoid wasting time
- Why should you use a time log?
- Multi-tasking
- Learning to delegate
- Meetings and more meetings

Getting Organized: Planning for Results
- The importance of planning
- Using to-do lists to keep you on track
- Prioritizing with a Time Matrix
- Efficient use of calendars and personal organizers
- Managing your priorities versus other people's priorities
- Planning for the unexpected

Overcoming Procrastination
- The difference between procrastination and justifiable delay
- Three tips to overcome the procrastination habit

Email
- Get control of your email
- Four effective email writing tips to save time

Health, Stress and Time Management

Prerequisites

There are no prerequisites for this course.

Who should attend this course?

Those under pressure who want to gain better control of their workday, and learn to use the time available more efficiently and productively.