Lynn Page & Associates

We develop people, processes, programmes & learning solutions

Time Management

Apply efficient time management to the work of a department/division/section

Aligned to USID 15234

Duration: 1 day

This workshop is structured to involve learners from the outset not only in identifying time management strategies and principles that they can use, but also addressing the effect of negative "time" beliefs which impact on attitude towards time and resultant behaviour based on these beliefs.

Looking more holistically, learners are also challenged to take a serious look at various aspects of their lives where they may have been procrastinating and have not given attention to important life matters or have not made changes to improve their situation.

For prioritising exercises, learners use those tasks linked to their KPI's and apply prioritising exercises to ensure that they are spending their time on those tasks that speak directly to their roles and against which they will be measured.

Pre- work:

Learners to bring the following to the training:

- Questions regarding areas in which they struggle to manage their time
- A copy of their job descriptions, detailing responsibilities, KPI's, etc.
- A list of the tools they currently use to help them manage time

- Time management strategies
- Time management principles Pareto's Principle / Parkinson's Law / The 4 D's
- Investing time in achieving important goals

Applying better time management principles to become better:

- Self managers
- Systematic Thinkers
- Communicators
- Team Members

Methods to facilitate efficient use of time in dealing with priorities:

- Identifying poor time patterns
- Time and energy management?
- Identifying time wasters
- Focusing on time savers
- Aligning, prioritising job outputs

C: 082 654 9834

W: lpasolutions.co.za E: info@lpasolutions.co.za

The B&E Conference and Business Centre, Port Elizabeth
PO Box 27354, Greenacres, Port Elizabeth, 6057
T: 041 404 2407/00 F: 086 775 4337