

## TIME MANAGEMENT TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Don't be overwhelmed and stressed by the number of tasks and commitments that you are expected to accomplish on time. One important success factor is effective time management. The Time Management Training Course by PD Training is designed to help you acquire the time management skills commonly observed in most achievers.

The Time Management Training Course teaches how you can: prioritise effectively, plan strategically, overcome procrastination, handle high pressure and crisis situations with ease, be efficient and productive, delegate, manage better meetings, planning to optimise your efforts, time and energy on the highest payoff tasks and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## TIME MANAGEMENT TRAINING COURSE OUTLINE

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### FOREWORD

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management.

Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving your long cherished long-term goals in your life.

One skill that is prevalent in all leaders of repute is time management. People who use these techniques routinely are the highest achievers in all walks of life, from business to sport to public service. Managing time well enables you to be in control of your life; it allows you to act on situations rather than react to situations. When reacting to situations you are ill-prepared and under stress so your action is far from your optimum capacity. Whereas, when you act on situations it is well planned and thus allows you to function at your highest. At the heart of time management is an important shift in focus: Concentrate on results, not on being busy. This is a one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort.

By applying the skills taught in the Time Management Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time.

This **Time Management Training** course is about doing the right things and doing them better.

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### OUTCOMES

- ▶ Set S.M.A.R.T. goals
  - ▶ Prioritise effectively
  - ▶ Plan strategically
  - ▶ Gain lasting skills to tackle procrastination
  - ▶ Handle high pressure, crisis situations with ease
  - ▶ Learn to organise the workspace for efficiency and productivity
  - ▶ Master when & how to delegate for maximum productivity
  - ▶ Set daily rituals for better productivity
  - ▶ Gain insightful skills to better manage meetings and keep them on track
  - ▶ Discover alternatives to in-person meetings
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### MODULES

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### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

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### Lesson 2: Types of Goals

- ▶ Three P's
- ▶ S.M.A.R.T Goals
- ▶ How to Prioritise
- ▶ Staying Focused

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### Lesson 3: Prioritise the Day

- ▶ Pareto's Law
- ▶ Immediate Tasks vs Planned Tasks
- ▶ Staying on Track

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### Lesson 4: Plan to Succeed

- ▶ Planning Documentation
- ▶ Implementing Planning Documentation
- ▶ Choosing Tasks Based on Importance
- ▶ Breaking Large Tasks Down
- ▶ Targeted Tasking

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### Lesson 5: Removing Avoidance

- ▶ Procrastination Explained
- ▶ Nine Steps to Stop Avoidance
- ▶ Frogs for Dinner?

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### Lesson 6: Managing Unexpected Events

- ▶ Crisis Happen
- ▶ Planning and Preparation
- ▶ Time for Action Mode
- ▶ How to Avoid the Next Crisis

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### Lesson 7: Organised Work Stations

- ▶ Remove Disorder
- ▶ Manage Work Requirements
- ▶ Manage Electronic Communication
- ▶ Calendering for Success

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### Lesson 8: Delegation Principles

- ▶ Delegation Explained
- ▶ Assigning Delegation
- ▶ How to Delegate
- ▶ Accepting Delegation

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### Lesson 9: Rituals Are Required

- ▶ What Should be Ritualised
- ▶ Managing Basic Human Functions
- ▶ Examples to Follow
- ▶ Create More Time

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### Lesson 10: How to Best Manage Meetings

- ▶ Is a Meeting Required?
- ▶ Implement the PAT Technique
- ▶ Writing Agendas
- ▶ Stop Discussion Deviation
- ▶ Post-Meeting Follow-Up

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### Lesson 11: Meeting Options

- ▶ Virtual Conversations
- ▶ Conference Calls
- ▶ Electronic Communications
- ▶ Using Cloud-Based Applications

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)