



## **Time and Self-Management (1 day)**

In the ever increasingly competitive environment we work, we are constantly being asked for higher levels of performance, which result in increased time pressures. Effectively managing yourself and the time you have available results in a lower level of stress and increased confidence to achieve.

### **Benefits to you and your organisation:**

*The course will provide participants with the skills to enable them to:*

- Recognise the benefits from effective time and self-management
- Develop a range of tools to aid in managing self and time use
- Prioritise and plan work load
- Develop an on-going personal action plan

### **Learning Methods**

This course will take each delegate through the principles and practices of effective time management. A variety of self planning tools will be discussed and evaluated.

### **Who Should Participate**

Anyone who needs an introduction to the principles of effective time and self management

### **Course Content:**

#### **Introduction & Self Analysis**

##### **Stressful Situations**

- Work
- Home

##### **Causes of Stress & Pressure**

- Work related sources
- Work overload
- Change in the workplace
- Personal frustrations
- Home pressures
- Balancing the lifestyle
- Conflicting demands

##### **Symptoms of Stress**

- Recognising symptoms
- Stress related ailments

##### **Importance of Time Management**

- The effects on you
- Benefits of effective time management

#### **Personal/Work Styles**

- Drivers and work behaviour
- Assessing your own work attitude
- Personal time usage
- Time stealers

#### **Setting Priorities**

- Establishing priorities
- Setting & achieving your own goals and objectives
- Dealing with crisis demands

#### **Managing your Diary**

- Concept of key time
- Diary management

#### **Delegation**

- Why delegate?
- Writing a delegation plan

#### **Planning**

- Principles of planning
- Keeping to your plans and objectives

#### **Personal Action Plan**