

# Time Management

1 Day

A one-day course that is designed for anyone in business who needs to manage their day so that they get through the important tasks without too much stress (a little is good) or anxiety, to make them feel in charge and on top of their work!

## WORLD CLASS TRAINING

Time management is not easy for anyone. You probably have many pressures, interruptions and 'balls to juggle' or 'plates to spin', to use familiar analogies!

By means of discussion, questionnaires, video, practical exercises, as well as trainer input, you will learn techniques for long-term and short-term personal planning which will help you to work effectively under pressure and get results.

If you use your Action Planning form created while you complete this course, you will change the way you work! Maybe forever!

## LEARNING OUTCOMES

- Develop useful techniques for setting and achieving goals.
- Identify strategies for using a planner effectively.
- Better organise yourself and your workspace for peak efficiency.
- Identify the right things to do and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Perform a workload analysis to make sure your time is being used efficiently.

<i>Time Management</i>	1	2	3	4	5
Identifying Time Management Styles					
Problems in Time Management					
Measuring Effective Use of Time					
The E-Mail and Paperwork Battle					
Eliminating Time Waste					
Managing Interruptions					
Assertive Refusals					
Identifying Critical Activities					
Making Time to Plan					
Planning Your Day					

- 1 Little or no experience
- 2 Some background knowledge only
- 3 Able but takes some thought and thus is not used often
- 4 Able but could refresh knowledge and skills
- 5 Mastered and could teach others

## WHO WILL BENEFIT

The program is especially designed to help business people under increasing time pressures. Make it part of your career development plan to better manage your time!



## CONTACT

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## TOPICS

- Left Brain/Right Brain.  
⇒ The Two Types.
- Case Study: Another Day at the Office.
- Setting Goals.  
⇒ SMART goals.
- Planning.
- The Four D's.
- Organising Your Workspace.
- Organising Files for Retrieval.  
⇒ Sorting Based on File Type.  
⇒ Memory Test.  
⇒ The Batching Technique.
- Managing your Workload.  
⇒ Workload Analysis.
- Delegation.
- Projects.
- Set a Ritual.

"I have a much greater appreciation of the value of my time. The tips that I learnt are already working and I've found I'm now prioritising better and not getting bogged down with issues that I can delegate. I'm completing my reports on time, not at home at night, and am much less stressed."

- VD, Southern Cross.

## Registration Form

<b>Course</b>	<b>Time Management</b>
<b>Delegate</b>	Name:
	Phone/Mobile:
	Email:
<b>Manager</b>	Name:
	Phone/Mobile:
	Email:
<b>Company</b>	Company Name:
	Address:
	State/Post Code:
	Authorising Exec Name:
	Signature:
	Phone/Mobile:

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