

# Time Management

Strategies for reducing stress, increasing productivity, achieving goals and working smarter

## Course Objectives

- Understand the benefits gained by effectively managing time
- Reduce stress, increase productivity, achieve goals and work smarter
- Understand and replace their current time management habits
- Understand their productivity cycle and their perception of time
- Understand when and how to say no and how to delegate
- Get control of email
- Stop others and situations from stealing their time

## Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

## Duration

Flexible

## Target Audience

People who feel they just don't have enough time in their day. It is suitable for anyone who wants to get more achieved and be more efficient in their use of time. It is also very useful for anyone who is responsible for how others manage their time.

## Course Outline

### Understanding time management

- What is time
- What is time management
- Managing self
- Benefits of time management

### Motivation

- What motivates us
- Rewards and motivation
- Intrinsic motivation
- Extrinsic motivation

### Habits

- Poor time management habits
- Existing time management habits
- Changing habits

### Productivity times

- Productivity curve

### Goal setting

- Why set goals
- How to set goals
- Achieving goals

### Prioritising

- Importance vs urgency
- Priority matrix
- Priority quadrants
- A list for life

### Saying no

- Why say no
- How to say no

### Delegation

- Why delegate
- How to delegate

### Task lists

- Task lists and time management
- Why task lists don't work

### Email

- Handle email once
- Action email
- Set a time for email

### Time thefts

- Meetings
- Waiting and travelling time
- Phone calls
- Interruptions