

PALOMINO TRAINING SOLUTIONS

TIME MANAGEMENT TRAINING

★ ONE DAY ★

9:00 AM - 15:30 PM

Fact: Time is money and lots of it gets lost in disorganisation, disruption and chaos.

Do you want to feel as carefree as this bear looks? This workshop helps you organise and prioritise for greater workplace efficiency.

You will learn to get a grip on your office space, organise your work flow, learn how use your planner effectively, say no without guilt, and delegate some of your work to other people.

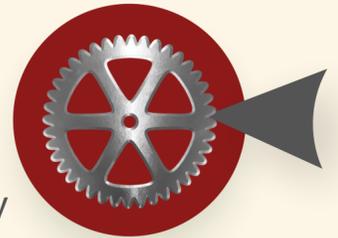
This workshop is full of ideas for organising your time, your work area and your paperwork. It also looks at "working on the "right" things.



Palomino Training Solutions
specialists in corporate training

Empowering others to help themselves through training, education & motivation.

COURSE OVERVIEW



SECTION 1: Left Brain/Right Brain

Two Types of People, Case Study – Brian's Day at the Office; Pareto's Principle

SECTION 2: Time Management Principles

Time Wasters and Solutions, Other Tips to Implement Action to take

SECTION 3: Setting Goals

Setting SMART Goals, The 3 P's

SECTION 4: Planning

Planning Tools, Scheduling, Prioritising

SECTION 5: The 4 D's

SECTION 6: Delegation

What to delegate, The reasons to delegate, The six steps to delegation, Resisting delegating, Delegation log

SECTION 7: Organising your Workspace

Tips for better Organisation, Sorting and Batching

SECTION 8: Organising your E-mails

Tips for better Management

SECTION 9: Managing your Workload

Case Study: Marvellous Mary, Workload Analysis

SECTION 10: Work / Life Balance

Setting Daily Rituals, Vital Areas of your Life, Stress

This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.

TARGET AUDIENCE

All individuals and professionals who want to increase their productivity by proactively choosing how and when to invest their time, and those wishing to develop more balance and control over their time commitments.

