

# Time Management for Professionals

## Practical Workplace Training Module



reduce waste ◆ increase throughput ◆ improve quality

# A Foundation of Productivity

In today's information world, to be successful you have to be effective at getting the important things done, so it is no surprise that our time management workshop has become one of the most popular in our productivity suite.

During the workshop, participants are challenged to explore their personal behavioural styles and examine how those behaviours affect their productivity. The concepts and exercises challenge participants to recognise the distractions that draw them away from the most important goals and activities and also provide tools and a framework for developing new time management skills.

The workshop provides tools and systems both for individuals and teams to take away and apply directly within their workplace to ensure effective communication and a shared understanding of where effort should be applied as a priority. Participants learn to recognise when they are losing focus from their most important goals and how to overcome these distractions



*There is a solution that pays for itself*

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# Workshop Agenda



## **The Time Management Model**

### **The Discipline of Time Management**

#### **Self Analysis**

- Time Management Strengths to Develop
- Time Management Weaknesses to Avoid
- Performance Indicators
- Avoiding Time Wasters

#### **Planning and Prioritising**

- Vision, Strategy and SMART Goals
- Prioritisation Methods
- Task Lists and Scheduling
- Using a Task List
- Calendars and Diaries

#### **Organising your workplace**

- Sorting out the clutter
- Workplace Layout guidelines
- Creating a Visual Workplace

#### **Managing Paperwork and Email**

- Strengths and weaknesses of email

#### **Delegation and Teamwork**

- The concept of synergy
- Learning to say “No”
- Effective Delegation
- Barriers to Delegation
- Communicating when Delegating

#### **Running Effective Meetings**

- When not to have a meeting
- Meeting alternatives
- Meeting Roles & Responsibilities

*Quite simply the best program for re-energising your team*

# What you will learn & achieve



## Expected Outcomes

At the conclusion of this workshop participants are expected to;

- Understand the importance of identifying their core goals and those of their team
- Plan for success by aligning their activity to their team and individual goals
- Use task lists and calendars effectively
- Recognise and avoid behaviours that erode effective time management
- Maintain a well laid out workplace that supports core activity
- Delegate effectively
- Plan and conduct effective meetings

## Pre-Requisites

Nil

Duration: Typically 1 day

Delivered on or off site

*Knowledge that creates ownership and empowerment*

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# Why Kallista Consulting



Our success comes not only from our expertise in process improvement methodologies such as Lean and Six-Sigma, but also from our ability to engage effectively with people at all levels. We are market leaders in providing the business transformation leadership that brings real results. Our training and workplace methods have been refined over many years to ensure they are engaging and practical and the feedback we receive is consistently excellent. Most of our clients experience a measured return that is many times their investment

Our reputation speaks for itself. Over the past decade, we have worked with clients for all sizes across diverse sectors, including with some of Australia's most respected organisations. Here are just a few;



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