

Time Management

Introduction to Time Management

- The importance of organisation.
- Role of an organiser when managing a schedule within a certain time frame.
- Building a daily activity log to maintain your schedule and time.
- Fundamental skills for managing a schedule and time management.
- Features of a schedule time.

Identify Objectives and Goals

- Introduction to goal setting
- Identify the principles of goal setting
- SMART goals

Effective Time Management skills

- Identify different tasks and managing time
- Examine how to manage your time in an efficient manner
- Identify energy flow within a timeframe

Exploring Your Growth

- Organise regular reviews within the correct time frame
- Difference between planned and actual use
- Monitoring the results

Introduction to Scheduling

- Long-Term scheduling
- Medium-Term Scheduling
- Short-Term Scheduling
- Task scheduling

Creating a Plan

- Making an action plan to ensure your time is being management effectively
- Role of planning
- Executing a plan
- Assess methods of making a schedule

Overview of Priority Task

- Prioritisation of your time within certain tasks
- The difference between urgency and importance
- Creating a paired comparison analysis tool
- Pareto analysis technique
- Grid analysis tool for decision-making

Introduction to Routines

- About routines
- Setting a routine and managing time
- Using routine to manage an effective timespan

Establishing Your Work

- Gathering Tools
- Successful Skills which will help you to maintain your schedule

Manage a Meeting

- Various meetings for different purposes
- Planning for a meeting

Evaluation of time management

- Maintaining a log
- Interruptions
- Tools to use for evaluation

Delegation of time

- About delegates
- The delegation Process
- The advantages of delegation

Managing Scheduling Technology

- Required tools and skills
- Using technology for your benefits
- Managing technology
- Paper Handling