Effectively Managing Yourself

Time is a scare resource and therefore needs to be consciously managed. It cannot be wasted or channelled into activities that get us nowhere. However, it is not just the quantity of time that needs to be managed, it is also the quality. The effective reduction and prevention of stress can enhance productivity while providing the individual with a more balanced lifestyle. The impact of prioritising time efficiently whilst managing the causes of stress has far reaching benefits in terms of achieving business objectives and team motivation. During this workshop, you will:

- Determine how your time is currently being spent
- Prioritise what matters most - urgent versus important
- Develop strategies for time allocation
- Create a structure to control time spent on tasks and activities
- Improve the quality of your time
- Use key assertiveness techniques to achieve goals
- Gain an understanding of what causes stress

Who Will Benefit?

Managers or project leaders who have demands placed on their time which will impact on their productivity.

Course Outline

- What is time management?
- Barriers to effective time management
- Identify your work style and its impact on yourself and others
- Urgent versus important
- Scheduling activities with the end results in mind
- Prioritising key tasks and activities
- Investing time to save time
- Time management tools
- Personal organisation
- Strategies to handle procrastination and interruptions
- The difference between efficiency and effectiveness
- Using communication as a time management tool
- The impact of attitude on stress
- Stress management tools and techniques
- Creating an action plan to manage stress in your workplace

Duration

1 Day

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