TIME MANAGEMENT

Practical Solutions for Lasting Productivity

US 15234 / NQF Level 5 / 4 Credits

Optimise Your Workflow, Boost Efficiency, and Reclaim Your Time

Time management often feels like a battle against an ever-shortening day. However, the real challenge isn't a lack of time, but rather how effectively we utilise the hours available to us.

This engaging course, packed with practical tips and actionable techniques, provides a valuable opportunity to pause and reconsider how we manage ourselves, our workloads, and our collective efforts. You'll explore not just how to better handle your responsibilities, but how to transform your approach to productivity and collaboration. By reflecting on your habits, workload, and teamwork strategies, you will gain the tools to positively reshape your attitudes and behaviours.

Through developing self-awareness, mastering self-management, and embracing strategic planning, you will discover how to achieve greater control over your professional and personal life.

WHO SHOULD ATTEND

- Team leaders, managers and supervisors
- Professionals working collaboratively in teams
- Individuals seeking improved self-management and productivity

HOW YOU WILL BENEFIT

- Enhance awareness of your time management behaviours and overcome common productivity pitfalls
- Develop self-discipline, reduce procrastination, and bring back motivation
- Implement planning and prioritisation techniques to streamline workload management
- Strengthen your ability to collaborate effectively
- Achieve a greater sense of control and reduce stress through practical strategies

WHAT WILL BE COVERED

Understanding your time management profile

- Identifying personal time management pitfalls
- Recognising and managing external and internal distractions effectively

Mastering self-management

- Cultivating productive habits and overcoming procrastination
- Dispelling the myth of multi-tasking - how purposeful switch-tasking increases productivity
- Developing assertiveness skills for effective collaboration

Leveraging key time management principles

- Harnessing the power of the Pareto Principle (80/20 Rule) to identify high-impact tasks
- Effective delegation strategies - best practices and common mistakes to avoid
- Prioritisation techniques that enhance individual and team productivity
- Achieving harmony through balanced time allocation between professional responsibilities and personal well-being

Creating and implementing effective work plans

- Translating organisational objectives into actionable SMART tasks
- Utilising planning tools: calendars, scheduling systems and task lists
- Using team scheduling methods for collaborative success
- Strategies for delegating effectively at every organisational level

Monitoring, reviewing and adjusting plans

- Establishing proactive measures to control information overload & improve meeting productivity
- Communicating clearly to ensure roles, responsibilities, and expectations are aligned
- Continuous monitoring and agile adjustment of work plans to maintain efficiency