



EFFECTIVE USE OF TIME

AUDIENCE: Managers / Supervisors

DURATION: 1 Day

SUMMARY: This workshop provides an opportunity to think about how you manage your time. It is not driven by a diary system but is about putting you in control.

OBJECTIVES:

- To analyse and reflect on how you spend your time
- To differentiate between important and urgent work
- To explore new ways and techniques to use time more effectively
- To gain more control of your time

AGENDA:

- Introductions, objectives and agenda
- Rate yourself as a time manager
- The difference between **URGENT** and **IMPORTANT**
- Planning your day – week – month
- The art of delegation
- Time analysis exercise
- How to say **NO**
- Communications, planning
- Summary and review

METHODS: A series of exercises are used to analyse how you use your time. This is used to assist you in planning and delegating your work. A number of videos support the inputs and exercises.