



Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganisation. Many people find that they flit from one task to another, trying to get everything done, but often falling short.

In this course, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

This one-day course will teach participants:

- Better organising yourself and your workspace for peak efficiency.
- Understanding the importance of, and the most useful techniques for, setting and achieving goals.
- How to plan and schedule your time efficiently.
- Learning what to delegate and how to delegate well.
- Taking control of things that can derail your workplace productivity.
- Learning how to manage your workload.

Course Overview

You will spend this session getting to know the course objectives and you will also have an opportunity to identify your personal learning objectives.

What is Time Management?

To begin, participants will use their pre-assignment to identify areas where they want to change their time management approach. Then they will learn about the six principles of time management that will be explored in the course.

Setting Goals

During this session, participants will learn how to set SMART goals to help them manage their time better.

Planning Tips and Tricks

This session will explore different planning tools and their uses. After the break, participants will work on a case study to help a disorganised worker with his planning.

Setting Priorities

Next, participants will learn how to decide in what order tasks should be done, according to their importance and time constraints. They will also discover how to manage interruptions and distractions.

Making Decisions

Then, good decision-making is examined, as planning and setting priorities depend on knowing how to do this well.

Scheduling

Along with setting goals, planning, setting priorities, making decisions and delegating, scheduling is essential to competently managing time. This session provides tips for estimating how long it takes to complete tasks and then how to create a schedule.

Putting an End to Procrastination

This session will give participants some ways to tackle those tasks that they have been putting off.

Creating Order

Disorganisation is a huge time waster. In this session, participants will learn how to create order by decluttering and using good organization techniques.

Organising Your Files

During this session, participants will explore ways to manage paper and electronic files, including email.

Managing Your Workload

To wrap up the day, participants will help Malebogo Marvellous manage her workload. Then, they will complete a 168-hour plan to see where their time is being used up.

Course Wrap-Up

At the end of the day, participants will have an opportunity to ask questions and fill out a personal action plan.