

It has been estimated that time management skills can lift a person's productivity by up to 300% as well as helping them to enjoy their work more and maintain a healthier lifestyle. The term "Time Management" creates a false impression of what a person is able to do. Time can't be managed, time is uncontrollable, we can only manage ourselves and our use of time. Time management is actually self-management. Some startling statistics

- The average working times over the last decade have increased by 20%
- Leisure time has decreased by 32%
- 43% of people find it difficult to delegate
- Now 75% work more than 40 hours each week
- 81% of managers suffer stress at least once a week
- Managers on average spend 3 hours a day on interruptions, up to 3 hours a week looking for things on their desk and 11 hours a week in meetings
- Today 600% more information has to be managed than 20 years ago

The benefits of time management include control of stress, increase in productivity, and the accomplishment of goals.

- **This workshop is designed for managers as well as other employees who want to improve their use of time**
- **Half day and one day versions . The half day version is normally coupled with the half day version of the Stress Management Workshop**
- **Includes supply of time management assessments. The implications of the assessments will be discussed as a part of the workshop**
- **This workshop is highly interactive, has role playing, discussion, video, assessments, templates with high take home value**
- **Each participant receives a comprehensive manual of our normal highest quality material**

The program

The Time Management workshop will help your team to

- Achieve more in less time
- Achieve an appropriate work/life balance
- Do a time audit to understand where you spend your time
- Identify and avoid your time wasters
- Eliminate procrastination
- Learn time saving telephone techniques
- Understand and set your priorities
- Distinguish the urgent from the important
- Use the Pareto (80/20) rule to set priorities
- Set annual, monthly and daily to do lists
- Plan and set goals
- Manage and reduce interruptions
- Manage emails and paperwork
- Understand what and how to delegate
- Minimise time in meetings as an attender and as the chair
- Use Personal Information Managers