



## Time Management

Welcome to the Time Management workshop. The practice of time management requires focus and conscious planning to help win back control of your busy day, and conquer financial goals. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers.

This course will provide you with appropriate strategies to increase both personal and professional productivity, as well as learn to work *smarter*. Exceptional time management skills have a powerful effect on shaping an organized, successful business.

## **Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### **This one-day course will help you teach participants:**

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle unexpected barriers and distractions
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

## **Discovering Your Productivity Rhythm**

In this session, participants will learn how to discover their productivity rhythm to maximize daily workload and improve overall time management.

## **Managing Time with Goals**

In this session, participants will learn the importance of goal setting as a fundamental key to success.

## **Prioritizing Your Time**

During this session, participants will know how prioritization is an important aspect in time management. Participants will also know the tips and guides in prioritization.

## **Tackling Procrastination**

This workshop will focus on the causes of procrastination and the ways on how to overcome it.

## **Organizing Your Workspace**

Participants will know how an appropriate environment helps to effectively manage the time and be productive each day.

## **Delegating Made Easy**

In this session, participants will learn how delegating works to other people is effective and greatly expand the amount of work that can be delivered.

### **Setting a Ritual**

During this session, participants will learn the definition of ritual and its important uses to maximize time.

### **Meeting Management**

In this session, participants will learn about meeting management and the purpose it serves to become a productive and enthusiastic team.

### **Dealing with Time Barriers**

This workshop will help participants to reflect on what they can do when unexpected barriers arises, so they can be efficiently gain back their time.

### **The Benefit of Good Time Management**

This session will focus on how good time management is essential.

### **Workshop Wrap-Up**

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

Visit <https://paramountraining.com.au> for more information or call 1300 810 725