



Time and Task Management

Welcome to the Time and Task Management Training.

Time is everyone's best friend. It's what allows to properly estimate what we are able to do and how quickly we can do them. As such, in any business or indeed, in any situation, time management is the pinnacle of calculated planning. Through it, one is able to work efficiently and even approach problems in multiple ways, allowing you to innovate in levels far beyond your peers and competitors. Conversely, wasting time means effectively squandering the most primary resource available to you. Worse still, this can happen even when you're not procrastinating, but in obviously more subtle ways.

The goal of this training course is to shed light on the basics of time and task management and help you rid of habits and circumstances which may have been affecting your efficiency all this time.

Course Overview

You will spend the first part of the session 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 workshop will help you teach participants how to:

- Properly organise goals and agendas
- Practice effective communication
- Anticipate situations which can slow productivity
- Appreciate having a clean workspace
- Learn how to better manage resources and roles

Organise Goals and Agendas

Time management is all about organization. This session will help participants achieve just that by teaching you about the SMART goal-setting tool and various other methods that you can add to your arsenal of knowledge. Learning how to organize goals and agendas will launch your team ahead of the rest.

Effective Communication

This session will therefore devote time to teaching participants how to communicate tasks and their appropriate rationales, and ultimately use the goals themselves as motivators to achieve better products and results.

Anticipate Situations Which Can Slow Productivity

Here, participants will be able to anticipate and deal with scenarios which might be out of their own control. By the end of this, participants will be well-equipped with the necessary skills to deal with any difficulties in life.

Appreciate Having a Clean Workspace

In this session, participants will understand why having an organised workplace can literally save you precious time, and you only ever have to do so once. Illustrating this need to participants will highlight the benefits.

Manage Resources and Roles

The goal of any time management method is to simply manage roles and resources in the most effective possible way. Accordingly, the ultimate goal of this session is to provide you the means to focus on all of your advantages and mitigating weaknesses in every level of planning.

Workshop Wrap-Up

At the end of the course, 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