



## Time Management for Leaders Training

In any organization, time is permanent and irreversible. There is no substitute for time. Worse, time lost can never be recovered. Leaders are often pressed for time and have many demands. They have difficulty controlling the speed of time and how it is moving. They cannot stop the clock, slow it down or speed it up, no matter their position. To be efficient, time must be managed effectively. You can also become a master of time management by creating time management spreadsheets, priority lists and folders, color coding tasks and segregating paperwork into priority piles. If you manage your time too well, you will waste more time.

Additionally, your time management skills and techniques can become so complicated that you may give up and go back to the old ways of wasting time. Most people need to look at how they use their time and find time-saving methods that work for them.

This one-day training course covers the importance of time management for leadership and provides 'Top Tips' to help you manage your time better.

## **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 workshop will help you teach participants to:**

- Learn how to manage your time effectively and become a better leader.
- Find the "why" behind the desire to improve time management skills in a participant.
- Identify your key goals to manage time efficiently.
- Understand the options when faced with multiple tasks.
- Identify opportunities for improvement, by understanding where your time goes.
- Prioritise tasks effectively.
- Understand the benefits of planning and use simple tools that can help you plan more effectively.
- Learn effective delegation techniques.
- Discover how to make the most of your free time and think more strategically.

## **Time Planning Basics**

First, we will discuss the differences between productive and inefficient work, the importance and benefits of prioritizing and basic time planning. Also, we will reflect on our past work experiences and develop our own work plans.

## **Evaluating How You Manage Your Time**

In this session participants will learn how to take control of participants life through the choices they make.

## **Techniques for Controlling Time**

Here, we will discuss how to overcome procrastination and how to deal proactively with information overload.

## **Time Management Is Self-Management**

This session will help participants identify personal strengths and development opportunities to control time.

## **Scheduling SMARTS**

In this session participants will learn how to implement guidelines for scheduling SMART goals.

## **Tips to Effective Time Management**

Participants in this session will know the guaranteed effective time management tips to boost productivity as a leader.

## **Time Management Strategies**

This session will dig into the strategies to help participants get things done.

## **Multitasking**

We'll conclude this session by discussing multitasking and focus as a competitive advantage. We will share our learning from the course, and then conclude by identifying our most frequent distractions.

## **Workshop Wrap-Up**

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

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