
Personal Planning and Time Management

A one day programme

The objective of this course is to enable you to manage your life better, at work and at home. The training will not strap you into an inflexible paperwork system and turn you into a robot. The only reason you need to be master of your own time is to enjoy life more. By becoming master of your time, you reduce stress, get things done, and have more time to enjoy the things you want to do.

The structure of the course takes you through some basic techniques of organising yourself, in a more effective way and focuses on organising your work by prioritisation and a daily "To Do" list. We also deal with how to avoid other people controlling your time, including a better-organised desk and office, plus goal setting to complete the framework for becoming boss of your own time.

Key elements of personal planning

We all have one thing in common with everyone else in the whole world. We all have 24 hours in a day. How is it then that some people always seem to have enough time, both at work and at play, to do all the things they want to do? It is very simple, they just organise the use of their time more effectively. We are going to show you how you can be just like them. Firstly, being too busy and not having enough time to do what you want to do is a state of mind. Some people just love to go rushing round, looking as if they are overworked - it makes them feel important. They work very late each evening, come in at weekends, usually neglect their families, and have very uninteresting lives.

The programme enables participants to:

- Learn how to plan their personal activities
- Delegate effectively
- Master time using a planning matrix
- Apply scheduling rules to meetings
- Set goals and priorities
- Organise their office and desk
- Lock up their time robbers

Learning outcomes:

Understanding the importance of managing yourself is a first step to being able to be in control of your life and your time. Each person will understand the benefits and be able to customise the ideas, so that they work for them.

Programme Agenda

Planning and prioritisation

Quarterly plan
Monthly plan
Weekly plan
Daily plan

Activity matrix

Working with a matrix
The sections urgency, deception, quality
waste
Focusing on urgency and quality

Activity managing and measuring

Measuring progress towards objectives
Analysis of changing situations
Evaluation and learning

Typical delegates are:

All people who need to plan, and who are looking for ways to improve their effectiveness in supporting others. Effective support develops through a better understanding of the contribution that you can make towards a rewarding outcome for the three cornerstones of our business, our clients, our employees, and our shareholders.

Delegation - how to do it properly

What to delegate and to whom
Doing the delegating
Managing a delegated task
Curing urgency addition

Managing activities

Connecting with the company's direction
Identifying your work responsibilities
Creating a decision framework
Exercising integrity

Managing time - the key to success

How to master time
Applying scheduling rules to meetings
Organising your desk
Time robbers and how to lock them up