

## Time Management

**½ day  
Course**

### Business Scenario

Time is a valuable resource, especially to those with management and leadership responsibility. Time, however, is not something that can be managed in itself as it is a constant; the key to taking control of time is effective use of planning, prioritisation and delegation and removal of time wasters.

### Who will Benefit?

This session is designed for anyone who wants to learn more about Time Management for leaders; especially those that are new, or relatively new to leadership along with those in management positions who have perhaps not had the opportunity to develop their leadership skills previously.

### Course Objectives

By the end of the course you will be able to:

- Define your priorities and effectively organise tasks in priority order.
- Explain the Pareto Principle and how this fits within objective achievement.
- Begin to utilise delegation more effectively within your team.
- Identify time wasters and ways of eliminating them.

### Course Content

#### What is Time Management

- What is time management
- Vilfredo Pareto's 80/20 principle

#### Prioritising

- Identifying priorities
- Urgency vs. Importance
- The ABCDE Method

#### Planning

- Why do I need to plan?
- Effective To-Do list management
- Identifying time wasters
- Planning for personal development
- the 15 minute principle

#### Delegation

- What is delegation?
- What delegation is not
- Delegation as a development tool

### Course Features

Through one-to-one discussion, exercises, discussion and coaching you are given the opportunity to recognise and understand ways of improving your own personal use of time. Action planning for future success and integrating the principles covered into practical application.