

Time Management to get things done

Organisational skills for people, who have too much to do, not enough time, and want to get more control over their work and life.

Time management is about self-management and is highly personal. We all have exactly the same number of hours in each day, but each of us use the hours differently. The way we elect to spend our time determines the quality of life.

Today, overwhelming time demands cause frustration, mistakes and other problems that lead to reduced productivity. Meetings, tele phone interruptions, deadlines, unexpected visitors, misunderstandings and increased paper work are the realities of fast paced and high pressure organisations.

This program will help you deal more effectively with these and other pressure demands. Priority management is based on analysis and planning, to help you negotiate the major barriers of time restraints. "Time Management to get things done" addresses the practical needs in both skill and attitudes to increase personal and organisational effectiveness with techniques to develop creativity to gain more control over career, life and day-to-day activities.

This is a highly motivational and results orientated program with the content selected and tuned to match the practical needs of each training group, regardless of their level and profile within the organisation.

RECOMMENDED FOR:

People at all levels who wish to manage their time and priorities more effectively to maximise performance and work outcomes.

PROGRAM OUTCOMES

At the conclusion of this program, participants will have:

- Understanding of the true value of time as a resource, and why it is necessary to challenge past habits that lead to poor priority management.
- An analysis of where time is spent and how to generate and maintain motivation to target activities and energies into high pay-off areas for improved effectiveness.
- Practical concepts of self-assertion to manage externally imposed time demands more effectively and cope with unplanned interruptions.
- Clear guidelines for clarifying and defining priorities and how to schedule priorities for achievement.
- Specific steps on how to set personal and business goals for both professional and personal growth. How to measure progress and monitor performance to keep on track.

PROGRAM OPTIONS

- Workshop – Supported by workbook/manual
- Seminar/Conference Presentations also available.

PROGRAM CONTENT

Time Analysis and Evaluation

- Analysis of where time is spent and how to use time appraisal tools, maintain a time log and address poor time habits. How basic business laws, including Parkinson's Law and the Parato Principle can be used to establish priorities and high pay-off areas.

Planning the Work and Setting Objectives

- Key ideas on how to overcome procrastination with the essential steps in planning and scheduling for achievement. Identification of the most common mistakes people make, that lead to frustration and disappointment. How to build personal commitment for success through better organisational habits.

Getting Organised

- How to organise the work area effectively to overcome the untidy desk syndrome. How to handle interruptions effectively and assertively without causing disharmony with colleagues. How to master the problem of procrastination and develop time focus habits to achieve better results through improved decision making.

Communicating for Results

- How to use effective interpersonal communications through listening, questioning, explaining and observing to maximise influence and save time. Analysis of how poor communication can lead to frustration, delays in work processes and reduced motivation. How to say no when you want to without feeling personal pressure or upsetting others.

Mastering the Telephone and Emails

- Specific strategies to more effectively manage telephone contact with clients, suppliers and colleagues. How to reduce telephone time yet still achieve better results. How to better manage the increasing volume of emails in a changing pressured and demanding, results driven business environment.

Managing Meetings Effectively

- A forty-point check list to measure if meetings have been conducted effectively. Identification of the major reasons why meetings fail and how to build in key safeguards for positive outcomes. How to be more effective at meetings, both as a leader and meeting attendee.

Achieving More Through Others

- How to delegate effectively with responsibility, authority and accountability. The pay-offs of effective delegation as a major tool for motivation within the workforce. The development of an eleven point check list for effective team building through effective delegation.

How to use Time Tools

- How to establish a priority matrix, use a daily time log and establish weekly and daily planning processes.

Presented by Brian Greedy

Brian is one of Australia's leading professional speakers and trainers in business development.

Each year he delivers over 150 speeches, seminars and workshops for clients in all states, NZ and the UK.

He draws from over 20 years grassroots business experience in management, marketing and sales, including the development of highly successful food distribution business from start up to a multi-million dollar turnover.

An engaging and inspiring presenter with a pragmatic "how to" approach in communicating his knowledge makes him one of Australia's most sought after conference and seminar speakers.

"Great program, will assist me in management in general"

John Tognolini, Mounts Bay Apartments, Perth WA

Read more of what others have said about Brian Greedy's programs at www.briangreedy.com



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