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## Time Management

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National Competency Standard (BSB)

BSBWOR202 Organise and complete daily work activities

BSBWOR301 Organise personal work priorities and development

BSBWOR404 Develop work priorities

BSBWOR501 Manage work priorities and professional development



### Aim

This course teaches practical techniques for managing personal and work time.

### Audience

The audience for this course is anyone who would like to manage their time better.

### Duration

One day

### Course Outcomes

1. Identify the benefits of time management.
2. Evaluate productivity, identify goals and set priorities.
3. Develop time management plans.
4. Create daily plans and recognise obstacles.
5. Use technology to save time
6. Increase productivity by controlling interruptions and meetings
7. Recognise factors that adversely affect productivity.

### Optional Assessment

**This is a nationally recognised training program.** Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

## Course Content

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### 1 Workshop overview

- What is time management?
- The benefits of time management
- Workshop content

### 2 Where are you going? Goal setting

- Establishing goals
- Goals and objectives
- The importance of goals in time management
- Aligning goals with your employer's goals
- Characteristics of effective goals and objectives

### 3 Where are you starting from?

- Conducting a time audit
- Achieving goals
- Identifying the 'time thieves'
- Personalities and time management
- Procrastination
- Can't say No
- Perpetually late
- Perfectionist
- Easily distracted
- 'Do it all'
- Poor communicator
- Time management and stress

### 4 Clearing the decks

- The skills and tools required for successful time management
- Technology and time management
- How to avoid technology wasting time
- How technology can save time
- Computing and communication tools
- Information management and Microsoft Outlook
- Delete, Do, Delegate, Defer
- Paper handling tools
- Entropy and how to combat it
- Summary

### 5 Developing time management plans

- Time management basics
- Establish priorities
- Distinguish between urgent and important
- Use the Pareto principle
- Do one thing at a time
- Work smart
- Write things down
- Planning for different time periods
- Planning your day with a 'To do' list
- Planning your month
- Planning your year
- Planning for the telephone
- Planning for e-mails
- Planning for delegation
- Planning for meetings

### 6 Course summary