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# Time Management

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National Competency Standard (BSB07)  
BSBWOR202A Organise and complete daily work activities



## 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 and maintain a reasonable workload by saying "no."
6. Increase productivity by controlling interruptions and meetings
7. Recognise factors that adversely affect productivity.
8. Use a filing system to organise your office and communicate effectively.

## 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). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

## Course Content

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### Workshop overview

- What is time management?
- The benefits of time management
- Time management at home and work
- Workshop content

### Where are you going? Goal setting

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

### Where are you starting from? Conducting a time audit

- Achieving your goals
- Identifying the 'time thieves'
- Personalities and time management
  - Procrastinator
  - Perpetually late
  - Perfectionist
  - Easily distracted
  - 'Do it all'

### The basics of good time management

- Write things down

- Use 'to do' lists
- Establish priorities
  - The importance of priorities in time management
- The Pareto principle
- Do one thing at a time
- Re-design inefficient tasks
- Procrastination
- Delegation
- Avoid interruptions
- Learn to say "no"

### Clearing the decks

- The tools of time management
- The physical tools of time management
- The information you need for successful time management
- Lets get organised!

### Developing time management plans

- Planning for different time periods
- Planning for the telephone
- Planning for e-mails
- Planning for delegation
- Planning for meetings

### Technology and time management

- How to avoid technology wasting time
- How technology can save time