


**STRATEGON**

## PERSONAL TIME MANAGEMENT

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### Topics Covered

This workshop is designed to establish a clear link between personal time management and the strategic direction of your company. Personal Time Management will explore the critical activities to best manage your day. The focus of this workshop will be to equip those attending with the tools, techniques and the right mind-set to develop personal time management skills and enhance their productivity.

### Objectives

By the end of this workshop participants will be able to:

- Overcome the state of mind of being "too busy"
- Plan their use of time so they find an extra 1 hour each day
- Identify the causes of time management problems
- Carry out a time audit of a typical month
- See your own time orientation and the impact of your personal typology
- Set personal achievable deadlines
- Prioritise activities into a logical sequence
- Select techniques to control time: spent on the telephone, being interrupted, on your computer or on paperwork
- Understand the difference between electronic and paper-based time management systems
- Find ways to improve your ability to concentrate on one task at a time
- Conduct more productive meetings and general conversations with others
- Assess what is a high pay-off activity versus a low pay-off activity
- Agree on five personal actions back in the workplace

### Key Content

- Ten critical steps to setting priorities
- Thinking in terms of what issues need to be influenced to obtain my work outcomes (the use of leverage gain)
- Assertiveness as a method to say NO!
- Using time management systems purposefully
- Identifying what is important to accomplish in each day
- Designing well formed outcomes for meetings
- Working with other people who utilise time differently than you
- Ways to improve your concentration and focus
- Use of task decomposition for effective time planning
- Getting ideas down on your computer or paper more easily and with greater creativity
- Transfer of skills to the workplace