

MANAGING YOUR TIME EFFECTIVELY TO ACHIEVE YOUR GOALS – Program objectives and expected outcomes

Many people operate under the mistaken belief that they really do have enough time for everything, if only they could organise their hours more efficiently.

Time is a paradox. We never seem to have enough time, yet we have all the time there is. No matter how much we do, there are always endless alternatives for spending time. The solution to the paradox of time, then, is to focus on the most important things first, realising that there is always enough time for the really essential matters.

If you cannot manage your time then you cannot manage your life and life will be managing you. Participants will learn the importance of putting some simple principles in place each day that will help them achieve their long-term goals. Having tools such as a daily “to do” list, then setting priorities to accomplish those things. Participants will learn the 20 biggest time wasters and how to overcome them, particularly how to tackle procrastination.

This 1-day workshop demonstrates how without short, medium and long-term goals in 7 key areas of our lives, we are like ships without a rudder. Participants will gain the skills to make best use of the time available to them by adopting a positive, planned approach to their daily tasks which, in turn, will provide the basis for them writing and carrying out their own clearly defined goals.

By the end of this session, participants will have:

- an increased awareness of the value of more effectively managing their time and the tools to do that
- insight into the effect of communication and interpersonal skills on their ability to manage time
- the ability to identify the 20 biggest time-wasters and how to cure them
- their own clearly defined time management goals in writing
- an increased awareness that while goals should be realistic and achievable, they must also be challenging, getting the person out of their comfort zone
- a system for writing their goals at work and personal life goals
- a system for planning to carry out those goals.

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