

Course Title: Time Management**Course content:**

- Acknowledging that managing others well takes time and pro-active commitment, yet is normally combined with our own 'day job'. Many managers fall on to the bad management list because they don't make time to do the things they need to do as someone's manager
- 3 key areas to effective time management:
Are you:
 - Doing the right thing (clear objectives)
 - At the right time (effective prioritizing)
 - In the right way (being organized)
- Objectives: Clarity on our own job purpose and helping our team to be clear on theirs
- How to prioritize to get the right things done: A powerful model is introduced (and delegates work though it with their own real to do list). The key learning point from this is that urgency and importance are not the same thing. We need to plan ahead, and book time to do /start important things in addition to focusing on today's deadlines. So many management tasks, e.g. one to ones meetings, coaching sessions, are put off because they are not deemed as important enough at that point. We realistically look at how to combine longer term priorities with short term deadlines so that we can be the manager who is available and 'present' – and not only when there are issues!
- A brief session on our own day to day time management skills – whether it be our computer/ laptop, diary, desk, and maximizing our time – will take us up to our 3 hour deadline

Key learning outcomes:

- To manage our time effectively, we need to be clear on our objectives, able to priorities properly, understand the difference between important and urgent and be organized
- Effective managers *make* time to manage rather than hope they will find it
- Being a good manager of our own time will have a positive influence on the time management skills and hence productivity of our team