




Living Mastery

 29 Mile Downe Manor, French Lane, Morningside, 2196

 +27 73 149 6414

 info@livingmastery.co.za

 www.livingmastery.co.za

Time Management for managers

Duration: 1 day

Are you feeling stretched with lots of demand on your attention and time but never getting round to focusing on the important tasks? If that is you, this course is designed to help you improve and adjust your time management skills to take into account your complex business environment and your busy schedule.

This course will empower managers who want to take back control of their time and increase their productivity.

Learning outcomes:

After completing this course, you will be able to:

- Identify opportunities to improve your time management skills.
- Understand how urgency and importance drive your daily tasks.
- Develop strategies to do the right thing, on the right task, at the right time.
- Recognise time stealers and wasters, and implement strategies to reduce or stop their impact.
- Improve your delegation skills so that your team is a more effective support system that will help to alleviate the pressure on you
- Manage your work environment to prevent and reduce time wastage.
- Take back control of your inbox through effective email management and learn how to use automation platforms to save you time.
- 'Manage up' and manage stakeholders' expectations

Topics covered in the course:

Module 1: Managing yourself

- ❖ Setting goals.
- ❖ Making your goals SMART.
- ❖ Plan your success.
- ❖ Evaluate priorities.
- ❖ Analyse your current use of time.
- ❖ Deal with procrastination.

Module 2: Managing your work environment:

- ❖ Identify time bandits.
- ❖ Brainstorm solutions for time bandits.
- ❖ Manage your meetings effectively.
- ❖ Organize your workspace.

Module 3: Managing your relations:

- ❖ Learn to delegate - the ABC's of Delegation.
- ❖ Learn to say 'NO' and managing expectations.
- ❖ Manage stress effectively.