PROFESSIONAL DEVELOPMENT TRAINING

Achieving better Time Management while working from home - 3hours

016 299 1479

REQUEST QUOTE

0.5 DAY COURSE

Working from home is here to stay. Have you managed the balance to ensure you separate work life from home life? Can you switch off? The PD Training Managing your Time effectively whilst from home 3-hour live, online Training Course will help you to set boundaries, ensure productivity during peak times and acheive effective time management strategies such as goal setting, task prioritisation and delegation, applying Pareto's 80/20 rule, managing emails, overcoming the procrastination habit and much more.

Time Management rules still apply whilst working from home. You may have saved an hour from not travelling to the office, so lets utilise that time to be more productive and this doesn't have to mean working at your desk. Do the right things at the right times to ensure you are effective and efficient.

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Zoom, Microsoft Teams, Skype for Business, Webex or other platforms upon request.

These courses are facilitated in English, and are open to people from different industries across Australia, New Zealand, USA, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

What You'll Gain:

Understanding, identifying and defining your long-term goals is the very first step when implementing an effective time management solution while working from home. With the broader goal in the background, you can now set a series of medium and short-term goals that will effectively lead you to achieving the cherished long-term goals in your life.

By applying the skills taught in the Time Management Working from Home Workshops, you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not necessarily based on doing more things in less time.

Outcomes

After Completing this course you will know how to:

- Set boundaries
- Prioritise effectively
- Plan strategically
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency

Modules

Lesson 1: My Personality and Time Management

- Using my Awareness of Personality Profiles to Improve my Time Management
- Reflection

Lesson 2: How I Currently Use My Time

- What Makes Up My Day?
  - The Glass Jar Analogy (Rocks, Pebbles, Sand, and Water)
  - Where Does My Time Go? Time Audit
- 14 Day Action Challenge: Time Audit
  - Time Log (example)
- Reflection

Lesson 3: Get It Done - “The Art Of Doing”

- The Myth of Multi-Tasking
- Myths
  - Surprising (and Disturbing) Discoveries:

Lesson 4: Prioritise Your Time

- The Story of the Mexican Fisherman & the Banker
- Urgent Important Matrix
- The 80/20 Rule
- A.B.C.D.E. Prioritisation
- Ranking My Priorities

    - Managing Workflow - the 4 D's
- Overwhelmed?
    - Are You Using Your Mind as a Collection Point?
- To-Do-List Best Practice
    - 5 Tips for To Do List Best Practice
    - The Amazing Power of Clustering
- Reflection

Lesson 5: Procrasination – How To Beat It

- Why We Procrastinate
- Overcoming Procrastination
- Still Can't Get Started?
    - Eat That Frog!
    - Ready, Fire, Aim!
    - 5 Minute Rule
- Reflection

    - The Paired Comparison or ✓ (Tick) Method
- Reflection

Talk to our expert team

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