

TIME MANAGEMENT AND PRIORITISATION

Improve efficiency and performance

The ability to handle large amounts of information and multiple workloads is not only a standard trait of a successful career, it is increasingly becoming an important life skill. This workshop provides individuals and teams a valuable opportunity to audit their current work practices and then equip themselves with tools and techniques to better manage time, energy and focus.

By mastering these core skills, participants can enhance their effectiveness, reduce workplace stress, and significantly improve both professional performance and personal well-being.

Workshop Content

This engaging and interactive workshop starts with a broad understanding of issues around time management before guiding participants to develop a personal action plan that covers the key usable skills of goal setting, prioritisation and effectiveness. Interactive activities and group discussion help participants refine their approach to meeting management, collaboration and delegation.

Learning Outcomes

Upon completion of this workshop, participants will be able to:

- Plan and prioritise daily activities to lift personal and organisational productivity
- Integrate personal goals with company goals
- Understand the difference between effectiveness and efficiency
- Recognise 'High Impact/High Value' tasks
- Organise work schedules for both the individual and the team
- Use the prioritisation matrix
- Manage interruptions and distractions
- Overcome procrastination
- Take control of your email
- Run meetings for better results in shorter time frames



Recommended for:

Teams and individuals with responsibility for multiple tasks daily.



Delivery:

Face-to-face or virtual



Workshop duration:

Half day



No. of attendees:

12

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