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Time Management, Planning & Organizing Tasks in the Public Sector

Course Overview:

Productivity in the workplace is driven by efficient time management skills. In order to tackle critical tasks in an effective manner, time management is one of the most important soft skills an employee can have at their disposal. However, many people do not manage their time well.. Know where you're going? What do you want from work and life? Concerned about how time slips through your fingers and another day, week, month, year goes by without achieving all your goals?

This course will help you assess your present situation, in terms of work and personal life. It will enable you to manage yourself more efficiently within your own time constraints and show you how to better organize and prioritise your work/life tasks.

Course Objectives:

At the end of this course, the participants will be able to:

- Explain why managing time really matters to our work and health, in our changing world
- Identify tasks that should be: completed in relation to their key objectives and managed away.
- Analyze situations that hinder their performance and identify techniques to overcome them.
- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively and project planning.
- Set, monitor and measure the success of objectives.
- Analyze their own strengths and development needs and prepare a personal development plan for the next twelve months.
- Identify and implement techniques to manage themselves more effectively under the constraints of today's busy lifestyles.
- Involves others (e.g., cross-functional peers or units) in suitable activities and stages.
- Establishes specific action planning

Course Coverage:

Topic 1: Our Changing World:

- Personal Evaluation:

- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and for others?
- Balancing life and work

Topic 2: Why Time Matters and How you're Use of Time Affects Others?

- How am I using my time?
- What are my time wasters?
- Time logging
- Why do I put things off?
- Ways that other people use time
- Timelines - how do I view time?
- How does my use of time affect others?

Topic 3: Work Planning and Project Management:

- Work management methods diagnostic
- Pressures on work plans - time, quality, cost
- The planning process
- Planning work in progress
- Analyzing and managing risk
- Contingency planning
- Problem-solving techniques

Topic 4: Practical Techniques for Managing Time Wasters:

- Managing paperwork, real and virtual
- Managing travel
- Managing meetings
- Making the best use of the phone.
- Using the diary - the key time management tool.
- Managing Interruptions

Topic 5: Making It All Work:

- Work planning practical
- Debrief
- Testing your plan
- Analyzing your strengths and needs
- Developing your personal development plan

Targeted Groups:

- All the staff among all the levels.
 - Persons who want to enhance their professional and personal life.
 - Employees who want to get important skills to improve their profile.
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