Time Management for Managers - To Be an Effective Time Manager

Introduction

The demands on a Manager's time are many, and the pressure can easily mount to the point where we find ourselves asking "Where has the day gone?" or wondering why there never seems to be enough hours in the day! Increasingly, managers are expected to do more with less, and find themselves in a constant state of catch up.

Do you find yourself feeling frustrated as another email pops into your already bulging inbox? Do you feel conflicted knowing that you should be investing more time in your team rather than fire fighting? Or you just want to get more done in the time you have available?

Programme Aims

- Review and refresh the fundamentals of time management
- Get clear on how you currently 'react' towards managing your time and identify your ineffective habits
- Get focused on the tools and techniques that will give you back control
- Get started on applying what you have learned and developing new habits that will increase your effectiveness
- Use effective delegation techniques to drive performance and accountability
- Communicate effectively to achieve results through your team

Programme Content

Self Awareness

↗ Where does all the time go - Getting clear on your time management habits
↗ Understanding your time management behaviours and what traps you fall into
↗ Identifying your time management preferences
↗ Pinpointing your time stealers and how to manage them effectively

Time Management Fundamentals

↗ Focusing on what you can control
↗ Incoming information process
↗ Saying 'No'
↗ Prioritisation tools and techniques

The Empowerment Framework

↗ Lencioni's meeting prototypes
↗ GOFiR planning process
↗ Degrees of delegation
↗ Team focus model
↗ Maintaining disciplined focus

Putting it into Practice

↗ Each participant will develop a learning agenda and outline the results you want and the time frame for achieving them.

Learning Process

This will be a highly interactive session which focuses on the different elements of a manager's role and how they must juggle accordingly. During the programme participants will complete a self-assessment questionnaire that focuses identifying key time stealers.

Programme Benefits

- Understanding where you currently spend your time, what is working, what is not working

- Understanding what your time management preferences are, and how these may be incorporated into operating more effectively

- Understanding your primary time stealers - how to manage these effectively, so that you can work effectively with your direct reports and peers and influence your superiors.

Duration

This programme is facilitated over **one day**.