

Time management

Learning objectives

At the end of this course the participants should be able to manage their time more efficiently by:

- Better understanding the relationship between time management and management of self;
- Realizing the importance of establishing one's objectives and harmonizing them with those of their organization;
- Being able to link objectives with the daily tasks to be accomplished;
- Being more aware of the energy lost through wasted time;
- Taking action to reduce or to eliminate the causes of wasted time;
- Understanding the relative importance of each activity in relation to pre-established objectives;
- Using efficient tools;
- Understanding the importance of establishing priorities in the management of daily activities.

Content

The content of this course can vary in response to the different needs of clients. The course may include:

- An overview of the evolution of four waves of time management theory;
- The establishment of individual objectives that correspond to those of the organization;
- The identification of time eaters and their causes;
- Measures to take to reduce wastes of time;
- The distinctions between the concepts of urgency and importance;
- How to determine priorities when making "To do" lists;
- The use of a matrix of time management;
- The use of certain tools and methods that contribute to a reduction of wasted time;
- A synthesis of concepts and suggestions for their application;
- In some courses, depending on the participants' needs, we can include a section on document management.

Course participants and duration

This one day course is normally given to groups of 8 to 12 participants from the same organization. Since different clients' needs vary, we can adapt the schedule, the content and the learning activities so as to respond to specific needs.