

MANAGE TIME EFFECTIVELY TO ENHANCE PRODUCTIVITY AND ENABLE A BALANCED LIFESTYLE

OUTLINE

MODULE 1 - Reflect on personal use of time in order to plan a balanced lifestyle.

- ✓ Own activities over a specified period are analysed to determine own use of time
- ✓ Time spent on activities is analysed in terms of time in relation to quality and quantity
- ✓ The most productive time of the day is identified for own lifestyle patterns and habits
- ✓ The relationship between own stress levels and time management is identified for a specified period.

MODULE 2 - Research aspects of a balanced lifestyle and their relationship to productivity.

- ✓ The concept of a balanced lifestyle is explained with examples
- ✓ The concept of productivity is explained with examples
- ✓ The balance in own life is evaluated in terms of work and personal commitments and an indication is given of the impact these have on each other and on productivity
- ✓ Support structures in own life are identified and an indication is given of how each serves as a resource.

MODULE 3 - Investigate tools and techniques to manage time.

- ✓ Tools used to manage time are identified and an indication is given of when each is appropriate
- ✓ The use of three different time management tools is compared with reference to the advantages and disadvantages of each and an indication is given of possible contingency plans for each tool
- ✓ Goal setting is explored as a time management technique and an indication is given of how the achievement of goals can be measured in the short, medium and long term
- ✓ The importance of planning in time management is explained with reference to the integration of tasks, booking self time, prioritising tasks and meeting deadlines
- ✓ Techniques for dealing with interruptions and unscheduled tasks are identified in order to set boundaries.

MODULE 4 - Apply knowledge of time management to enhance own productivity and lifestyle.

- ✓ Realistic goals are set for the short, medium and long term to achieve a balanced lifestyle
- ✓ An action plan with measurable outputs is developed to meet specific deadlines
- ✓ Networks and support structures that could help to achieve personal goals are identified for work and personal aspects
- ✓ The importance of regular review of goals and action plans is explained with examples

DURATION:

Theoretical training: 2 days