



Business



Time Management Skills to Maximise Productivity



1 Day Course



Classroom or Virtual
Blended Training



Accredited Course

Aligned to Unit Standard 15234 (4 credits) in the Business Administration Level 4 and General Management Level 5 Qualifications.



About the Course

 **Classroom:** R 4, 650 Excl. VAT | **Virtual Training:** R 3, 940 Excl. VAT

Truly effective time management starts with a commitment to change. You need to assess how and where you currently spend your time and then plan a more effective way of operating.

One of the biggest secrets to successful time management is to do thorough planning and then protect your plan! Even if you have demands placed on you by others, you can still protect your time management plan by diplomatically managing expectations. By carefully managing and planning for the tasks you accept, you will see how much more you get done, with less stress.

This intensive 1-day **Time Management Skills to Maximise Productivity** course will show you how to improve your time management through better planning, prioritising, delegating, controlling your environment, understanding yourself and identifying what you should change about your habits, routines and attitude.



[View Public Dates](#)



1 Day



Accessible from any Location on any Device



Certificate of Attendance



Course aligned to Unit Standard 15234 (4 credits) in the Business Administration Level 4 and General Management Level 5 Qualifications.

Unit Standard Assessment is optional but charged an additional fee of R 1, 450 Excluding VAT per delegate.

What you will learn

- Learning to assess your priorities and workload – because you can't manage what you don't know
- Applying the Pareto Principle to your work as an effective productivity self-assessment tool
- Prioritising activities into long and short-term goals
- Classing activities as urgent, important, both or neither and allocating your time accordingly
- Learning to say "no" politely and constructively and master the art of delegating tasks to others
- Sharpening up your decision making to ensure spend less time procrastinating
- Being wary of "productivity" devices, programmes and gimmicks that actually waste time
- Learning how to keep your mental energy levels up
- Plan your time carefully and protect your time plan!
- The importance of effective action planning and keeping your focus
- Understanding the relationship between stress management and time management

Who should attend

This course is of benefit to any professional. Time management is a critical skill in a VUCA age for all professionals, but particularly those who are expected to manage high workloads, multiple projects and changing priorities effectively.



"This course helped me to plan my schedule better, improve my daily routine and to be more productive in my work."

- **Customer Service Assistant,
Cambridge University Press**

Course Programme Agenda

Learning to access your Priorities & Workload – You can't manage what you don't know

- Analysing your workload and understanding patterns and cycles in busy periods
- Anticipating busy times and planning sufficiently for them
- Always including flexibility in your daily schedule to deal with interruptions or unexpected tasks
- Knowing what priorities you need to apply immediate focus to, and which can reasonably wait for a little while

Applying the Pareto Principle and Time Management Matrix Self-Management Tools

- Looking at where you spend the most time
- Assessing if this time is well spent based on the outcomes
- Discovering when you are most effective and scheduling more complex tasks for this time
- Looking at the tasks that drain your energy the most and accounting for this when planning your day
- Knowing when to schedule routine tasks

Prioritising Activities into Long and Short-Term Goals

- Looking at your activities and realistically assigning time frames to completing them
- Arranging these time frames to get a clear picture of what can be achieved and by when
- Reassessing your time frames to take task importance into consideration
- Assigning deadlines to your goals so longer term goals are not forgotten

Classing Activities as Urgent, Important, Both or Neither and Allocating your Time

- Discovering that not everything is urgent!
- The difference between important & urgent
- Realising that although a task is neither important nor urgent, it is still imperative to complete it – or it will become both!
- Realising that time spent classing your activities instead of rushing ahead will save you time in the long run

Learning to Say “No” Politely and Mastering the Art of Delegating Tasks to Others

- Only taking on tasks that you can complete to the best of your ability – it's ok to say “no” sometimes...
- Incorporating key assertiveness behaviours into your communication with others to prevent you from taking on work not meant for you
- Managing expectations so everyone is aware of what you can realistically achieve within a timeframe
- Realising that delegation is a serious management tool – and it's ok to delegate both down, sideways and up!

Sharpening up your Decision Making to Ensure you Spend Less Time Procrastinating

- Learning to apply clear decision-making tools to enable you to speed up your decision-making process
- Understanding that making quick decisions is not the answer: decide at haste, regret at your leisure!
- Discovering how much time you waste by undertaking unnecessary tasks or delaying the start of complex projects
- Looking within and understanding which tasks you generally try to put off, and why

Being Wary of Productivity Devices, Programmes and Gimmicks that Waste Time

- Assessing the usefulness of online or PC based productivity apps
- Discovering how Outlook and other scheduling programs can interrupt your productivity
- Looking at the various time management tools out there – and realising that they do not suit everyone
- Realising that self-reflection is key to discovering which time management tools will work for you

Learning how to Keep your Mental Energy Levels Up

- Determining your personal mental energy cycle
- Understanding how a lapse in mental energy affects your productivity – even when you continue working hard
- Discovering some quick cures when you are feeling mentally drained
- Finding out the role nutrition plays in your mental energy levels
- Realising the impact stress has on your mental agility – and learning to cope better

Plan your Time Carefully and Protect your Time Plan!

- Planning to succeed – because by knowing how you plan to achieve your goals, you are half way there
- Sticking to your plan instead of setting it aside when priorities demand attention
- Knowing when to amend your plan, so you're not seen as inflexible, or as not assigning correct importance to urgent tasks
- Planning for change – realising what you need to change about your current habits and routines to achieve more each day
- Protecting your plan – from others and from yourself!



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification*



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

[Request a Quotation](#)



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

+27 (0)11 454 5505

info@cbm-training.co.za

www.cbmtraining.co.za

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