

Time Management & Avoiding Procrastination

Duration: 5 Days

Language: en

Course Code: MG1-104

Objective

During this course, you'll learn to:

- Effectively plan your workload.
- Understand prioritisation methods and discover what's most important.
- Find innovative solutions to avoid procrastination proactively.
- Motivate and inspire your peers and colleagues to work collaboratively towards deadlines.
- Learn creative influencing techniques to complete work at the earliest

opportunity.
- Evaluate critical projects to provide a fast turnaround.
- Lay out accurate project plans and delegate to the most relevant team members.

Audience

This course is perfect for anyone who struggles to meet deadlines or wants to sharpen their productivity skills. It offers essential tricks and tools ideal for:

- Secretaries, clerks or administration employees.
- Department managers looking to get more from their workforce.
- Developing front-line team members.
- Project Managers.
- Team Leaders, Supervisors or Shift Planners
- Finance Professionals or Purchasing Teams.

Training Methodology

This training course is structured to cater to all learning styles, with concise video content, downloadables, presentations, and helpful tools and tricks to insight discussion. It contains real-life scenarios, practical exercises, and case studies to encourage group work and role-play and aid comprehension and retention of information.

Summary

This program emphasises the critical role of productivity in achieving personal success and organisational excellence. Effective task management, team collaboration, and continuous assessment of improvement areas are essential to staying ahead of the competition. Adhering to strict deadlines is crucial to maintaining momentum and progress.

You will delve into priority management and strategies to combat procrastination, which are vital to sustaining your business. Additionally, you will learn how to instill time management skills within your team, ensuring deadlines are met, and customer and stakeholder expectations are exceeded. This program is essential for anyone aiming to meet significant objectives and drive organisational success.

Course Content & Outline

Section 1: Why is Time Management Important?

- Setting realistic goals.
- Breaking negative behaviours.
- Understanding your aims and what you want to achieve.
- Why deadlines are essential to move forward.
- Breaking down projects into smaller tasks.

Section 2: Increasing Personal Effectiveness

- Effective planning methods (diaries, calendars, to-do lists) and their importance.
- What type of procrastinator are you?
- How to self-motivate.
- Handling change and feedback positively.
- Discovering your personality type and how to utilise your natural skills.
- Attaining a healthy work-life balance.

Section 3: Understanding the Method Behind Effective Time Management

- Dealing with time wasters.
- The LEAN process model for managing waste.
- The benefits of the 5S’s and how to use them.
- The 80/20 principle of prioritisation.
- The 10 principles of effective time management.
- Critical path analysis.
- Gnatt charts and their uses.

Section 4: Planning a Project from Start to Finish

- Time-based future-proofing across weeks, months and years.
- Priority setting.
- Journey mapping and understanding your priorities.
- Overcoming common time-management mistakes.
- Creating activity logs to track progress.
- The urgent/important matrix and its merits.

Section 5: Communication and Motivation Techniques to Increase Productivity

- How to get the most out of others.
- How to set up group projects and utilise individual strengths.
- Managing stress regarding deadlines in yourself and others.
- Nurturing creativity in yourself and others.
- How to structure a productive meeting.
- Effective delegation.

Section 6: Aiming for Continuous Improvement

- How can your environment help with productivity?
- Project automation - moving away from paper.
- Being proactive - learning new skills to secure your future.
- Big-picture thinking - what comes next?
- Goal setting and future planning.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits

can be claimed for any single course we currently offer.

Categories

Management & Leadership, Quality & Productivity, Administration & Secretarial

Tags

Productivity, Deadlines, to-do lists, Prioritisation, LEAN, Delegation, time management

Related Articles



Efficient Project Time Management: Navigating Success in 2025

In the dynamic realm of project management, the strategic allocation of time spells triumph. This guide unveils project time management essentials – from its pivotal role and repercussions of mismanagement to core processes, skill honing, effective techniques, and indispensable tools.

YouTube Video

https://www.youtube.com/embed/MRSQ_Usa-Qo?si=0-Eib3xHTW8vi0-D