



# Time Management Course

## 6-8 week Email Course

### Are you someone who:

- Always or quite regularly misses deadlines.
- Has to spend their personal time at home dealing with work emails because you don't have time during the working day to attend to them.
- Delivers work late and/or not up to the standard you would like.
- Is always stressed out and overworked and quite often off ill.
- Procrastinates.
- Has loads of interruptions and time wasters during the day which you don't know how to deal with.
- Has lost track of all the work that needs to be done.
- Finds themselves forgetting tasks to do and either scrambling at the last minute to get them done or missing due dates.
- Is being overlooked for good bonuses and promotions.
- Is considered disorganised.
- Has a reputation for being unprofessional and unreliable.
- Lacks focus and concentration on tasks.

*Research has shown that high achievers and successful people are excellent at time management.*

### Being great at managing your time means you:

- Are more productive and efficient. This translates into better performance, higher pay and more promotions.
- Stress less. Because you can manage your time well you get more done in the time allotted and you have less to worry about.
- Build a strong professional reputation. You are seen as someone who can deliver high quality work all the time without making excuses.
- Achieve your goals and so increase your confidence and sense of capability to achieve more difficult goals in the future.
- Move up the career ladder faster.
- Accomplish what really matters because you are focusing on priorities and doing the right work.
- Feel a strong sense of accomplishment each day and feel in control of your schedule, your day and your work, rather than feeling work controls you.
- Get to experience more balance in your life. With good time management practices you can spend more time on leisure activities that matter to you.

I have put together an email course on Time Management. It is a four module course which should take between 6-8 weeks to complete if you spend about 3 hours a week on the course material.

All the material for the course including the notes, exercises, practice sessions and advice are contained in the four modules. You can choose to receive all four modules at once upon registering and paying for the course, or you can receive a module once a week or once every two weeks. The material in the course is such that you can do the course over and over again and each time get benefit. In fact the material is designed that you keep learning. There is a lot contained in each module.

- The material is very practical and you can straight away start implementing some actions to save you time.
- The work you can do in your [own time anytime during the week](#).

- During the course of the programme you can [email your queries, comments, issues, etc., to me around the course content. Feel free to email anything as often as you need to. You can send an unlimited number of emails to me while you are busy with this course.](#)

In this course the first two modules focus on quick wins which you can immediately go and implement to save you time. If you implement these you can save between 5-8 hours a week. The third and fourth module outline a process to manage your time and activities for a fixed time period – for example a year. In the third and fourth modules you will record everything you have to do in the time period you are looking at (in this course we look at a year) and set goals, prioritise, plan and schedule your work on a daily, weekly, monthly, and yearly basis. You will end up with a planned schedule to cover the work priorities over the year.

You do not need any specific technology for this course. There are loads of apps out there which you are welcome to make use of. For the purposes of this course paper and a diary will suffice. You don't need anything else.

#### **The outline of the 4 module programme is as follows:**

**Module 1:** Benefits of good time management and specific benefits for you. Motivation exercises to keep you managing your time well and not give up. Multitasking, dealing with interruptions and distractions, managing email, managing social media, managing WhatsApp and other messaging services, managing internet browsing. We cover the material and then you get an opportunity to put into practice what you think will help you. Some tools get included such as the interruption log.

**Module 2:** Setting up your work environment to manage your time better, stopping procrastination, managing boundaries at work, delegating, having the right levels of self-motivation and attitude, and leveraging resources such as people and finances to do more with the resources you have.

**Module 3:** From week 3 we move from the quick wins to the actual process of planning your year's work. In this course we look at a year as the time period, however you can use a quarter, or a 6 monthly situation as the time period, or even just focus on planning and scheduling your work for the next month. The sections are: Capturing and recording your work; setting goals; prioritising; and organising. Examples are given as we go through the process step by step.

**Module 4:** We carry on with the process for scheduling work. The sections we cover are: planning (daily, weekly, monthly, yearly); scheduling; doing and building routines. Some guidelines are given for prioritising, for estimating how long tasks will take, and for constructing your daily schedule.

Contact: [penny.holburn@live.co.za](mailto:penny.holburn@live.co.za) for more information or to book for the course. You can start the course at any time.