



# DEVELOP YOUR TIME MANAGEMENT SKILLS

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Plan your tasks and learn how to stay on track by identifying time thieves and applying strategies to reduce them

## COURSE OVERVIEW

Do you find it hard to stick to your planned work schedule? Are distractions and competing priorities steering you off track?

A key to success in the workplace is effective time management. If you're starting to feel overwhelmed at work it's a sign you're probably not spending your time doing the right thing, on the right task, at the right time.

This course will provide you with best practise time management tools which are easy to apply and increase your productivity. Learn to manage your time and take control, set priorities, recognise obstacles and handle interruptions to your day. A tool used to help you understand your time management practises is the DISC Behavioural Model.

### WHAT IS DISC?

The DISC Behavioural Model is a tool used to better manage your workplace practises, priorities and communication style. Learning about the DISC styles of co-workers can help you understand their priorities and how they differ from your own.

## LEARNING OUTCOMES

- Use DISC to understand your priorities and communication style
- Learn the DISC style of others and how their priorities impact you
- Understand how urgency and importance drive your daily tasks
- Identify time wasters and apply practises to reduce them
- Take control of your inbox through effective email management
- Plan your daily tasks and how to stay on track
- Effectively manage competing priorities
- Manage your leader's expectations
- Say "no" in an honest and respectful way