

HUMAN SKILLS COURSE OVERVIEW

Course Category:
Improve Performance

Course Name: Time
Management and
Productivity:
*Strategies for
sustained
performance*



COURSE DURATION: 1 Day

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng

192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160

Cape Town

1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct,
Century City,
7411

Durban

9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302

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COURSE OVERVIEW

This programme will provide participants with the knowledge, skills, and tools to enhance productivity through efficient task completion, which in turn leads to a better work-life balance and reduced stress.

COURSE OBJECTIVES

By the end of this course, you will be able to:

1. Understand the principles of time management and the importance of effective time management for enhancing productivity.
2. Set goals and priorities.
3. Create a time management plan.
4. Learn tools and techniques for managing tasks efficiently, as well as manage procrastination.
5. Improve decision making, reduce decision fatigue and increase productivity.
6. Advanced tips and strategies for personal productivity, including maintaining energy levels, optimising work routines, and using productivity apps.

COURSE OUTLINE

Module 1: Understanding Time Management

- Introduction to time management
- The psychology behind how we experience time
- Identify what is stealing your time

Module 2: Discover Your Productivity Rhythm

- Know your energy
- Work-life balance
- Take regular breaks
- Avoid multi-tasking
- Time batching

Module 3: It All Starts with Planning

- Set realistic goals and priorities
- The art of scheduling and planning
- A practical approach to prioritising key tasks

Module 4: Prioritise Your Time

- Use the 80/20 rule
- Use the Eisenhower matrix
- Manage boundaries
- Ready / Fire / Aim

Module 5: Deal with Procrastination

- Know the elements
- Tips to overcome procrastination
- Eat that frog
- How to avoid feeling overwhelmed
- Deal with distractions

Module 6: Organise Your Workspace

- De-clutter your life
- Implement a workflow
- Organise office supplies
- Deal with email
- Use your calendar

Module 7: The Art of Delegation

- How should you delegate
- How do you keep control
- How to follow up

Module 8: Sustain High Performance

- The role of habits, routines, and rituals to sustain high performance
- How to manage stress and avoid burnout
- The role of audits in enabling continuous improvement

Module 9: How to Manage Meetings

- Decide if the meeting is necessary
- Use the PAT approach (Purpose / Agenda / Timeframe)
- Keep things on track
- Get feedback

Module 10: Deal with Time Barriers

- Unexpectedly long tasks
- When others are inefficient
- Life events
- The power of positive thinking

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities in Johannesburg, Durban and Cape Town
- Virtual instructor-led training
- Nationally on-site at the client