

# TIME MANAGEMENT AND PRIORITISATION



**Delivery:**  
Face-to-face or Virtual



**Duration:** Half day



**Maximum Participants:** 12



**Recommended for:** Teams and individuals with responsibility for multiple tasks daily



**Fully Pre-qualified on:**  
buy.nsw Supplier Hub,  
VendorPanel and AusTender

## Improve efficiency and performance

The ability to handle large amounts of information and multiple tasks is not only a standard trait of a successful career, it is increasingly becoming an important life skill. This workshop provides individuals and teams a valuable opportunity to audit their current work practices, and then equip themselves with tools and techniques to better manage time, energy and focus. These are the core skills proven to help manage and avoid stress in the workplace, while greatly improving professional effectiveness and personal wellbeing.

### WORKSHOP CONTENT

This engaging and interactive workshop starts with a broad understanding of issues around time management before guiding participants to develop a personal action plan that covers the key usable skills of goal setting, prioritisation and effectiveness. Interactive activities and group discussion help participants refine their approach to meeting management, collaboration and delegation.

### LEARNING OUTCOMES

Upon completion of this workshop, participants will be able to:

- Plan and prioritise daily activities to lift personal and organisational productivity
- Integrate personal goals with company goals

- Understand the difference between effectiveness and efficiency
- Recognise 'High Impact/ High Value' tasks
- Organise work schedules for both the individual and the team
- Use a prioritisation matrix
- Manage interruptions and distractions
- Overcome procrastination
- Manage email
- Run meetings for better results in shorter time frames

### WORK SMARTER RATHER THAN HARDER

Create a more sustainable work style throughout your team and organisation with this focused workshop which will help you use your time with maximum effectiveness.

### NSW CAPABILITY FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results
- People Management

### RELATED WORKSHOPS AVAILABLE:

- Effective Communication Skills
- Running Effective Meetings
- Leadership Fundamentals
- Building Resilience and Avoiding Burnout

*“The trainer was great - flexible and willing to discuss real situations and problems.”*

*Department of Communities and Justice*