

# time management

fmi course number: PE01

Duration  
1 day

## .....course overview

In today's competitive and technology driven work environment it is essential that you optimise your time use. Increasingly the focus in work is on increasing performance levels. This often means a demand to achieve more in less time.

This course helps you gain increased control of your time use, focus on important objectives and work smarter to achieve more effective results. Based on best practices that work well this course gives you strategies, plans, hints and tips that you can immediately apply to improve your time management. It recognises that different people have different styles of time management that are effective for them and their particular type of work and lets you customise your time management approach to best suit yourself, your organisation, your technology and your type of work.

You should aim for a 10% gain in productive time use within the first week of application of the principles learned. Importantly you will plan actions to help you sustain improved time use.



## .....key content

- The value of time management
- Analysing your time usage
- Setting work goals
- Setting work priorities
- Leveraging time use and applying the 80/20 rule and the 95/5 rule
- Working effectively
- Managing your time: strategies and tools
- Using technology
- Manage time wasters and interruptions
- Managing time in meetings
- When and how to delegate
- Balancing work and life
- Your action plan for improved time management and developing professional competence

## .....what objectives can I achieve?

1. Plan personal work goals
2. Organise own work priorities and schedules
3. Identify and reduce time wastage and stress caused by poor time management
4. Leverage time use and apply the 80/20 rule and the 95/5 rule
5. Plan an appropriate balance of work and life
6. Set up an action plan for improved time management



## Who this course is useful for

All people who wish to increase their ability to negotiate effectively as part of their role at work

### Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

### Assessment

There is no formal assessment in this course

### Dates and locations

**Course Dates:** Sydney  
For dates please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

**Time:** 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

### Fees

For fees please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

### Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

### Booking

To book, phone +6129660 0199

Email fmi to find out how we can help you:  
[fmi@managementcando.com](mailto:fmi@managementcando.com)

### Contact frontline management institute

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