

Course information for

Effective Time Management

Get more done every day of your life - at home and work

Effective Time Management

What you'll learn

- ✓ How to Prioritize
 - ★ See how to use the Prioritisation Grid to increase your productivity
- ✓ Time Robbers
 - ★ Deal with the ways that time is robbed to get better outcomes
- ✓ Planning Your Work
 - ★ Plan a process with a variety of effective options
- ✓ The Four Ds
 - ★ Rate tasks through a simple process of identification
- ✓ How to Delegate Effectively
 - ★ Incorporate individuals into team activity to maximise efficiency
- ✓ Setting SMART Goals for Yourself
 - ★ Define and use SMART goals to get productive results
- ✓ Techniques for Getting Organized
 - ★ Learn a host of proven tools for better organization
- ✓ Time Mapping
 - ★ Use Time Maps for a structured basis for productivity

What does our Time Management course cover?

Get More Out of Every Day of Your Life

Don't think that this course is just about working in the office.

Sure, time management has great relevance to everything in a typical day at work. But what about getting things done at home, or planning a social event? And fitting it all in with everything else?

Do you often have several things that need to be done – and several people screaming at you to get them done? What's your plan?













Modern life is hectic, and if we want to keep up, we need to manage our time properly. This course will show you time management from several angles and we'll teach you simple ways of making your life more productive – and much less stressful!

This Time Management skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better time management skills?

Course content for Effective Time Management

1		1 - How to Prioritize <ul style="list-style-type: none">» Prioritizing Your Work» Values and Priorities» The Prioritization Grid» Urgent versus Important» Benefit versus Effort	
2		2 - Time Robbers <ul style="list-style-type: none">» About Time Robbers» Time Robbers Imposed by Others» Time Robbers Imposed by You	
3		3 - Planning Your Work <ul style="list-style-type: none">» The Benefits of Planning» Guidelines and Tools for Efficient Planning» The Difference Between Planning and Scheduling» Five Minutes Before the Hour	
4		4 - The Four Ds <ul style="list-style-type: none">» Dump, Delay, Delegate and Do» Using the 4 Ds» Guidelines for Keeping a Piece of Paper» What Makes the 4 Ds Easy	
5		5 - How to Delegate Effectively <ul style="list-style-type: none">» Learning to Delegate» The Five Levels of Delegation» Five Steps to Delegation» Keeping Responsibility» When You Cannot Delegate	
6		6 - Setting SMART Goals for Yourself <ul style="list-style-type: none">» Why You Need to Set Goals NOW» Knowing What You Want to Accomplish» The Three Ps of Goals» How to Create SMART Goals	

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7 - Techniques for Getting Organized

- » The Benefits of Being Organized
- » Organizing with To Do Lists and the 80-20 Rule
- » Organizing Your Workspace
- » Effective Email Operation
- » The Batching Technique
- » Streamlining Your Approach with STING
- » Managing Meetings and Phone Calls

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8 - Time Mapping

- » What is a Time Map?
- » Scheduling of Demanding Tasks
- » Productivity Analysis
- » Using Technology in Time Mapping

This is a CPD Certified Course



This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

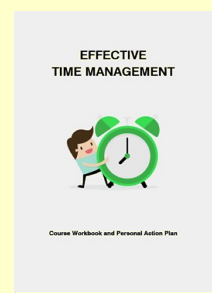
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- **Summary notes** of the course to refer to as you go
- Space for **your own notes** alongside the summaries
- Apply the lessons in each module to your own situation and needs
- The **unique ZandaX Personal Action Plan** with four structured Follow Up Sessions for you to monitor and manage your ongoing development
- A final Review Session for you to see just **how far you have come!**



More about the ZandaX Effective Time Management course

Learn How to Stop Wasting Time!

Learn to stop wasting time and be much more productive

Do you think you are productive enough? Or don't you quite manage your time effectively? Maybe you finish most days wondering where the time went, and how you can get more done.

Using tried and tested methods, we show you some seriously effective ways of eliminating time wastage. This means you will have more time to do things, and also know how to be even more productive in the time that you're not wasting.

It's a double barrelled approach to becoming more productive, and taking control of your life. You'll take your productivity to a new level!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive ZandaX workbook and Development Plan which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive ZandaX workbook and Development Plan, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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