



THE UNIVERSITY OF
SYDNEY

Time Management Course: Essentials

*Centre for
Continuing Education*



Time Management Course: Essentials



This time management course is designed for people who want to improve managing themselves, and their time. Planning and organising your work is a vital skill to productivity. Setting priorities and delegating where appropriate is crucial to performance.

The time management course provides tools for effective time management for yourself, whether you are a team member or team leader. You will learn how to plan, prioritise and be organised. You will also be able to set realistic goals integrated with your personal goals and company goals.



Course duration

1 session, 7.5 hours total



Time

9am – 4:30pm



Format

Face-to-face
or
Online in real-time



Dates

Browse available
[course dates](#)

Intended audience

Suitable for anyone wishing to improve their skills in managing themselves more effectively, to impact more positively on their results.

Prerequisites

None



Upon completion

Every participant receives a University of Sydney certificate of completion.



Outcomes

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

- set goals that are SMART (Specific, Measurable, Actionable, Realistic, Timely)
- ensure goals are integrated between the organisation, team leader and team members
- use a system for prioritising goals and tasks
- delegate as part of teamwork
- prepare work schedules and learn to prioritise according to importance and urgency
- improve productivity for yourself and others through effective time management techniques.



Content

- 7 habits of highly effective people (Stephen Covey)
- How to set realistic goals (SMART)
- Integrating personal goals with company goals
- Prioritising work goals
- Overcoming procrastination
- How and when to delegate
- Being assertive, and how to say no politely
- Organising work schedules for self and team
- Effective time management strategies and techniques
- Prioritising – using the important/urgent priority matrix
- Productivity – being effective and efficient
- Managing your energy levels
- Dealing productively with time wasters
- Tips for more effective meetings
- Managing email effectively
- Learning where to push back on requests, and be assertive when necessary
- Setting goals in all areas of your life/achieving balance



“Excellent content and facilitator. The presenter is experienced in this topic area and knows how to get groups to engage. No problems referring this course to colleagues and friends.”

Sam Bizri



“The course was enjoyable and useful in introducing me to a variety of strategies for improving my time management skills in both my professional and personal life. The tutor engagingly delivered the class and ensured all were welcome and comfortable, encouraging vigorous class discussion.”

Angela McLoughlin



“The course flowed smoothly and steadily and there was a really good balance between theoretical models and practical takeaways. The presenter gave us plenty of opportunities to contribute our own experiences and there were sufficient activities to embed what we learned. I think this course would benefit staff across all levels – I now have a number of new strategies that I can implement at work over the short and long term.”

Martin Foster



Delivery Style

This is an interactive course which includes lectures, group exercises and discussion. With an engaging and supportive facilitation style, the facilitator's training approach enables practical tools for skills transfer, improvements and results.

Before the course

Please come to class prepared to share how you currently plan and organise your work for yourself and others, particularly in the light of your company's goals.



Organisational training

This course can be delivered as a private session for groups, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF
SYDNEY

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,
inspire leadership

For more information

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