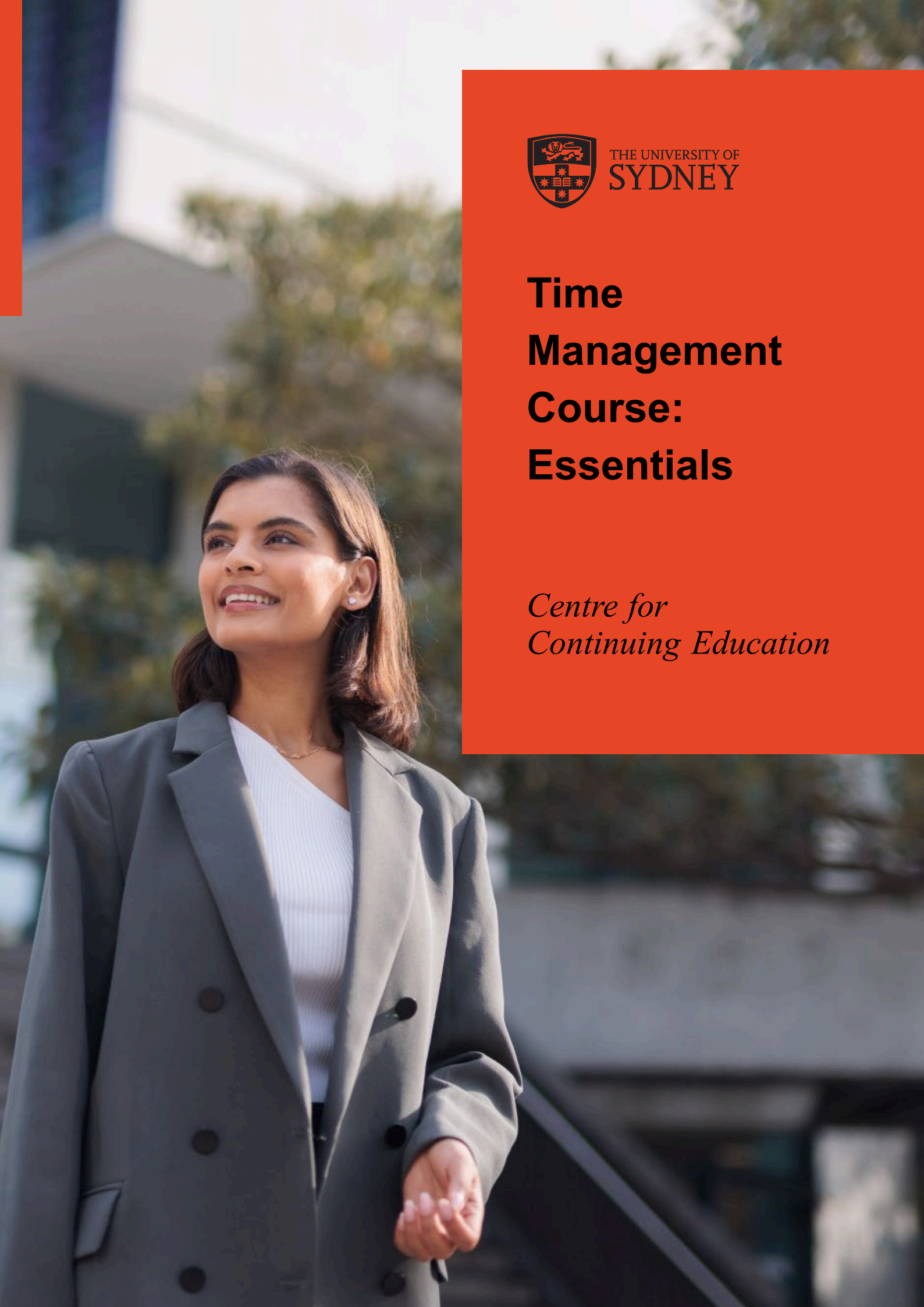

THE UNIVERSITY OF SYDNEY

Time Management Course: Essentials

Centre for Continuing Education

Time Management Course: Essentials



This program is built for people who want to manage their time with more intention, whether they lead a team or contribute as part of one. It is designed for real workloads, and it takes seriously the reality that the busiest people often feel they have the least time to plan.

You will learn to prioritise under pressure, set goals that connect your own purpose to your organisation's, delegate and say no without damaging relationships, and build habits that hold once the session ends. You will also learn to put AI systems to work on the routine parts of your week, so more of your time goes towards the work that only you can do.

Because knowing these tools and using them are two different things, the focus throughout is on what you will actually do differently the next working day.

Course duration
1 session, 8 hours total

Time
9am – 5pm

Format
Face-to-face
or
Online in real-time

Dates
Browse available
course dates

Intended audience

Suitable for anyone wishing to manage themselves more efficiently and have a more positive impact on their results. The tools apply equally to individual contributors, specialists, and managers.

Prerequisites

None

Upon completion

Every participant receives a University of Sydney statement of completion.

Outcomes

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

- set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals that connect your priorities with your team's and organisation's
- map where your time goes and prioritise tasks by importance and urgency
- delegate tasks and say no to competing requests without damaging working relationships
- plan your week so your most important work is scheduled when your energy is highest
- reduce the impact of interruptions, email and meetings on your focus
- use AI tools responsibly to save time on routine tasks
- build habits and a personal plan that keep your time management on track after the course.

Content

Where your time actually goes. Mapping your real week, distinguishing busy from productive, and using the important/urgent matrix as a diagnostic. Managing your energy across the day, not just your hours.

Goals that stick. Setting SMART goals grounded in personal purpose, integrating them with organisational priorities, and stress-testing them so they survive contact with a busy week.

Protecting your priorities. Delegating well, saying no politely, and managing interruptions, email and meetings. What to do when workload spikes, and how to use quieter periods to invest in the work that matters.

Working with AI systems for time management. Using AI systems as a time saving practical assistant for the mechanical parts of your day, so more of your time goes to the work only you can do.

Making it last. Building habits that hold and leaving with a concrete personal plan and an accountability partner.



"I thoroughly enjoyed the course. It has taught/given me many skills to put towards my career and everyday life. The facilitator was absolutely phenomenal in engagement and his energy when presenting kept me focused the entire time. I will definitely be recommending this course to my colleagues!"

Chloe Tyrrell

"Well-designed course content, easy to follow concepts with good mix of content with use of videos and plenty of time for group discussions, small group work and reflections. Confident, knowledgeable, and engaging presenter."

Maria Black

Delivery style

This is an interactive programme built around lectures, structured group exercises, and discussion. Every activity is designed to move from private reflection to paired practice to group discussion, so you are never put on the spot, and every exercise produces something you can take away and use.

Come prepared to share how you currently plan and organise your work, for yourself and others, particularly in light of your organisation's goals.

Materials

Course materials are distributed digitally, so we recommend bringing your own device, such as a laptop or tablet, to work with them during the course.

Organisational training

This course can be delivered as a private session for groups, and tailoredto 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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