

Planning and Time Management

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What you will need:

- Handout 4 – Assessing your planning and time management
- Handout 5 – Why bother?
- Handout 6 – Top tips for planning your time
- Handout 7 – Time management matrix
- Handout 8 – Blank time management matrix
- Flipchart and pens

Content and suggested timings:

Planning and time management quiz	30 minutes
Why bother?	10 minutes
Top tips for planning your time	10 minutes
Planning and time management matrix	20 minutes
Total duration:	70 minutes

Planning and Time Management Quiz

In this module, we focus on planning and time management and start the session with a short self assessment. But first, talk delegates through the Eff's below:

Planning and time management is about having loads of 'Eff!'

- ▶ **Effectiveness** – being able to easily achieve the desired goals
- ▶ **Efficiency** – being productive with minimum time wasted
- ▶ **Effortlessness** – managing time effortlessly and easily

Ask your delegates to look at and complete the self-assessment set out on **Handout 4**. The killer question on this sheet really is no 26.

We allow 30 minutes for this exercise. 10-15 minutes for completion and then 15-20 minutes for discussion.

After they have finished, encourage a group discussion of key learning that has come up, key themes for inefficient planning and time management. Write up key learning themes on the flipchart to reinforce the learning points.

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At the end ask people to share their time stealers (see bottom of Handout) and their examples of how people indicate to others that their time is more important.

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