

Effective Time Management and Prioritisation

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What you will need:

- Handout 13 – Case Studies
- Handout 14 – The importance of saying no
- Handout 15 – Saying no

Content and suggested timings:

Case Studies	30 minutes
The importance of saying no	15 minutes
Saying no! Exercise	15 minutes
Total duration:	60 minutes

Case studies

First, we take some time to look at some scenarios (set out on **Handout 13**) relating to managing time and prioritising activities. 30 minutes is allowed in total for this exercise.

Divide your delegates up into groups of three or four. Allow 20 minutes to work through the four case studies. Each case study has a scenario and then a box to write suggestions about how to decide whether they should prioritise managing this situation/doing what is required.

The four scenarios are:

1. Khariya is bright and outgoing. She has an active social life, much of which centres around her colleagues. You have noticed recently that she seems to be frequently missing from her work station. She is often the last of your team to arrive in the morning and one of the first to leave in the evening.

This is starting to impact on you when people come and ask you where she is, when she will be in etc. You expect staff to work autonomously (without close management) and this clock watching or putting in as few hours as possible is just not your style. When you have challenged her previously the response is often value.

- ▶ Does this need to be urgently tackled?
- ▶ Is it a priority to manage?
- ▶ What questions should you ask yourself to identify whether to manage?
- ▶ How much time do you need to invest in order to resolve the issue?

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