Time Management for the Project Manager

Workshop Outline

Target Audience

This one-day workshop is aimed at Project Managers and Project staff who want to increase their effectiveness by managing the most important resource of time. The time (self) management techniques, tips and processes, put forward, are clear, easy to grasp and apply in even the most pressurised project environment.

Workshop Aims

Participants will be able to:

θ   Define clear and meaningful objectives using "SMART"

θ   Plan and prioritise tasks based on their importance and urgency

θ   Use a diary as an effective planning tool

θ   Successfully delegate appropriate tasks

θ   Identify their most productive "primetime" periods

θ   Identify and manage disturbances and time wasters

θ   Effectively deal with paperwork

Agenda

Workshop introduction
Setting objectives
The diary as a planning tool
Effective decision making
Delegating tasks
Implementation and control
Dealing with paperwork
Workshop review

Pre-workshop Activity

If possible, attendees should conduct a two-week analysis of how they use their time and bring it with them to the workshop.