

VIRTUAL TIME MANAGEMENT



Overview

This 2-hour, interactive virtual instructor led training will reinforce the importance of great time management in general plus how to ensure more time efficiency when working from home or as part of a remote team.

Purpose	To learn how to streamline effort and focus in the right areas to be more effective with your time - particularly in a virtual world
Key Objectives	<ul style="list-style-type: none">• Identify the main challenges to managing your time virtually• Explore the top ten tips for effective time management• Learn a prioritisation tool to maximise time & effort
Content	<ul style="list-style-type: none">• Exploration of the main challenges affecting time management when working remotely• Top 10 tips to effective time management• Importance of setting clear direction & outcomes to focus time & effort• To do list rule of 3• Aligning tasks with energy levels throughout the workday• Advantages & sticking points of procrastination• Managing distractions & classic time stealers• The impact breaks have on productivity & flexible working hours• Identify how to ditch or delegate appropriate tasks• How to focus efforts with simple time management changes• A simple prioritisation tool to save time• Scheduling realistic tasks & time frames
Logistics	Each session is 2 hours in duration & will be an interactive session, with breakout rooms and full audience participation. Participants will need to join 5-10 mins before scheduled start time and will need, webcam & microphone on a laptop or mobile device. The session will be run in Zoom and a PDF of all slides & tips will be made available following the session.

