



# NDA

# TRAINING TASMANIA

*nurture - develop - achieve*

## Prioritise Your Time

### Course Cost

\$ 395

### Duration

1 Day

### Locations

- Hobart
- Launceston
- Ulverstone

### Course Dates

Course dates can be found on the training calendar on the NDA website:

[www.nda.com.au](http://www.nda.com.au)

If there are no dates listed, please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

to express interest in the course.

### More Information

For more information on any of our courses or services please email:

[bookings@nda.com.au](mailto:bookings@nda.com.au)

or visit the NDA website at:

[www.nda.com.au](http://www.nda.com.au)

### National Competency Standard

BSBPEF301 – Organise personal work priorities

BSBPEF402 – Develop personal work priorities

### Prerequisites

There are no pre-requisites for this course.

### Course Objectives

This course teaches practical techniques for managing personal and work time.

### Learning Outcomes

- Identify the benefits of time management
- Evaluate productivity, identify goals and set priorities
- Develop time management plans
- Create daily plans and recognise obstacles
- Use technology to save time
- Increase productivity by controlling interruptions and meetings
- Recognise factors that adversely affect productivity

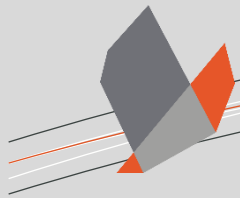
### Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

**PER UNIT FEE: \$195**



nurture - develop - achieve

## Time Management Course Content

### RTO Provider:60034

#### NDA Launceston

Level 1, 65 St John Street  
Launceston TAS 7250  
03 6334 4910

#### NDA Hobart

Level 3, 110 Collins Street  
Hobart TAS 7000  
03 6224 2660

#### NDA North West

4B, 21 Alexandra Road  
Ulverstone TAS 7315  
03 6423 4547

### Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

#### Workshop overview

- What is time management?
- The benefits of time management
- Workshop content
- Where are you going? Goal setting
- Establishing goals
- Goals and objectives
- The importance of goals in time management
- Aligning goals with your employer's goals
- Characteristics of effective goals and objectives

#### Where are you starting from?

- Conducting a time audit
- Achieving goals
- Identifying the 'time thieves'
- Personalities and time management
- Procrastination
- Can't say No
- Perpetually late
- Perfectionist
- Easily distracted
- 'Do it all'
- Poor communicator
- Time management and stress

#### Clearing the decks

- The skills and tools required for successful time management
- Technology and time management
- How to avoid technology wasting time
- How technology can save time
- Computing and communication tools
- Information management and Microsoft Outlook
- Delete, Do, Delegate, Defer
- Paper handling tools
- Entropy and how to combat it
- Summary

#### Developing time management plans

- Time management basics
- Establish priorities
- Distinguish between urgent and important
- Use the Pareto principle
- Do one thing at a time
- Work smart
- Write things down
- Planning for different time periods
- Planning your day with a 'To do' list
- Planning your month
- Planning your year
- Planning for the telephone
- Planning for e-mails
- Planning for delegation
- Planning for meetings