

Workshop Title	Time Management/Organisation Skills to Improve Your Work/Life Balance																																																																																									
Why invest in this workshop?	Because only 60% of the average workers time is spent on productive tasks. This is because they struggle to prioritise, swap tasks every few minutes and fail to address distractions which can waste around 2 hours every day.* <i>(*Source: Atlassian.com)</i>																																																																																									
Who is it for?	Anyone with responsibility for organising their own workload																																																																																									
What output(s) will attendees learn to produce?	Attendees will produce a time log, balanced workload plan and a prioritised actions list. They will also learn short-cuts and how to manage expectations/ distractions.																																																																																									
How will they produce it?	<p style="text-align: center;">1. Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ACTIVITY</th> <th>Start</th> <th>End</th> <th>% Progress</th> <th>RAG Status</th> <th>22-Aug</th> <th>29-Aug</th> <th>05-Sep</th> <th>12-Sep</th> <th>19-Sep</th> </tr> </thead> <tbody> <tr> <td>Activity 1</td> <td>20-Aug</td> <td>21-Aug</td> <td>100%</td> <td>Complete</td> <td>0.5</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Activity 2</td> <td>20-Aug</td> <td>21-Aug</td> <td>50%</td> <td>Red</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Activity 3</td> <td>20-Aug</td> <td>12-Sep</td> <td>0%</td> <td>Amber</td> <td>3</td> <td>3</td> <td>2</td> <td>1</td> <td></td> </tr> <tr> <td>Activity 4</td> <td>24-Sep</td> <td>24-Sep</td> <td>0%</td> <td>Green</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> </tbody> </table> <p style="text-align: center;">2. Set Expectations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ACTIVITY</th> <th></th> </tr> </thead> <tbody> <tr> <td>Activity 1</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Activity 2</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Activity 3</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Activity 4</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Activity 5</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Activity 6</td> <td style="text-align: center;">✗</td> </tr> </tbody> </table> <p style="text-align: center;">3. Task breakdown, prioritisation & delegation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Task</th> <th></th> <th>Impact*</th> <th>Effort</th> <th>Delegate?</th> </tr> </thead> <tbody> <tr> <td>Task 1</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="background-color: red;">High</td> <td style="background-color: red;">High</td> <td></td> </tr> <tr> <td>Task 2</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="background-color: orange;">Medium</td> <td style="background-color: green;">Low</td> <td></td> </tr> <tr> <td>Task 3</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="background-color: red;">High</td> <td style="background-color: green;">Low</td> <td></td> </tr> <tr> <td>Task 4</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="background-color: green;">Low</td> <td style="background-color: red;">High</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table> <p style="text-align: center;">*Personal and organisational</p>	ACTIVITY	Start	End	% Progress	RAG Status	22-Aug	29-Aug	05-Sep	12-Sep	19-Sep	Activity 1	20-Aug	21-Aug	100%	Complete	0.5					Activity 2	20-Aug	21-Aug	50%	Red	2					Activity 3	20-Aug	12-Sep	0%	Amber	3	3	2	1		Activity 4	24-Sep	24-Sep	0%	Green					1	ACTIVITY		Activity 1	✓	Activity 2	✓	Activity 3	✓	Activity 4	✓	Activity 5	✓	Activity 6	✗	Task		Impact*	Effort	Delegate?	Task 1	<input type="checkbox"/>	High	High		Task 2	<input type="checkbox"/>	Medium	Low		Task 3	<input type="checkbox"/>	High	Low		Task 4	<input type="checkbox"/>	Low	High	Yes
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	<p>MODULE 3: Time saving tips</p> <p>3a (30 mins): Avoid distractions – email, phone, internet, colleagues etc.</p> <p>3b (30 mins): Reduce email time – filing, prioritisation, searching, quick steps etc.</p> <p>3c (30 mins): Write documents quickly and speed up meetings</p> <p>3d (30 mins): Use short-cuts in Microsoft Windows and Office</p>
Format	Attendees will complete a plan, time log and activity list on laptops using Microsoft Excel and Word templates. Laptops will also be used to walk attendees through the time saving tips in module 3. Other activities will involve group work/discussion.
Duration	1 Day (for full course) or can be broken down into modules/sub-modules as above
How Success Measured	Option to have feedback collected from attendees before and 6/12 months following the course to assess time savings from improved organisational skills

