




# Study Coordinator Training 2009

## Time Management



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|---------------|---|
| 8.30 – 8.45   | Arrival tea and coffee (course will commence promptly at 8.30)  |
| 8.45 – 9.00   | Introduction  |
| 9.00 – 10.00  | Analysing your time log <ul style="list-style-type: none"><li>• Where does your time go?</li><li>• Important vs. urgent</li><li>• Making best use of your personal style</li><li>• Identifying personal time wasters</li></ul>  |
| 10.00 – 10.15 | Morning break    |
| 10.15 – 11.15 | Time and prioritisation <ul style="list-style-type: none"><li>• Setting goals</li><li>• Prioritising to meet goals</li></ul>  |
| 11.15 – 12.30 | Time management strategies <ul style="list-style-type: none"><li>• Estimating time required for activities</li><li>• Scheduling time</li><li>• Time management tools</li></ul>  |
| 12.30 – 13.15 | Lunch    |
| 13.15 – 14.45 | Improving use of time (each participant will select 1 – 2 areas to work on) <ul style="list-style-type: none"><li>• Getting organised</li><li>• Developing concentration and focus/managing distractions in a poor working environment</li><li>• Managing elephant tasks</li><li>• Managing work requests from multiple sources</li></ul> |
| 14.45 – 15.00 | Afternoon break    |
| 15.00 – 16.15 | Dealing with common problems <ul style="list-style-type: none"><li>• Interruptions and distractions</li><li>• Procrastination</li><li>• Setting boundaries on your time</li><li>• An inability to say “no”</li><li>• Too many meetings</li></ul>  |
| 16.15 – 16.45 | Question and answer session   |