

***“The person who does the work does the learning”***

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**Time Management Course Outline**

**COURSE LENGTH: 1 DAY**

**OUTCOMES**

* Use your Personality Traits to Improve Your Time Management
* Set and Prioritise Goals using D.A.R.T. and O.P.U.S.
* Discover the Benefits of Conducting a Time Audit
* Discover the Myth of Multi-tasking
* Manage Your Workflow Effectively
* Learn the Power of Prioritising effectively
* Categorise Tasks Using the Urgent/Important Matrix
* Understand how to Apply the 80:20 rule
* Understand how to Rank your Priorities
* Gain Lasting Skills to Tackle Procrastination
* Learn the Benefits of Setting and Using Professional and Personal Routines
* How to Setup and Apply the Automation Tools available in Your Outlook Email

You’ll see a variety of learning strategies: cooperative / collaborative, constructive, experiential, Socratic, accelerated learning. Participants will experience rotation of paired / small group work, the creation or completion of partial existing content to adapt it to their own situations, the tactical use of purposeful questions to guide people to self-discovery rather than just telling, intermittent problem-solving team-based challenges, a welcoming learning environment that gets the learners and their brains ready to learn.

As part of addressing ever-diverse groups, as well as being generally wise principles of learning, I also draw on principles from the field of Maori education:

* Ako (Learners also learn when they teach others)
* Poutama (Like a ladder, learning needs to climb on previous learning)
* Te Whare Tapa Wha (The learner’s needs need to be met across multiple dimensions: physical, mental, emotional, social)
* Tuakana Teina (‘buddy system’)

People are different and some topics lend themselves to being best delivered by particular styles. Therefore, what you get is *variety*, and a professional, experienced facilitator able to take examples and scenarios from the real-world of the participants and workshop them together in real-time, as opposed to didactic linear delivery of generic content. These methods ensure a productive, effective, and efficient balance between the delivery of academic content, and a practical and relevant session that is engaging, memorable, and interactive.