

# COURSE AGENDA

## SECTION A:

### Introduction

- The importance of organisation
  - Role of an organiser when managing a schedule
  - Building a daily activity log to maintain your schedule
  - Fundamental skills for managing a schedule
  - Features of a schedule
  - Identify Objectives and Goals
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- Introduction to goal setting
  - Trait theory
  - Identify the principles of goal setting
  - SMART goals
  - Effective Time Management
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- Identify different tasks
  - Examine how to manage your time in an efficient manner
  - Identify energy flow
  - Exploring Your Growth
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- Organise regular reviews
  - Difference between planned and actual use
  - Monitoring the results
  - Introduction to Scheduling
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- Long-Term scheduling
  - Medium-Term Scheduling
  - Short-Term Scheduling
  - Task scheduling
  - Creating a Plan

- Making an action plan
- Role of planning
- Executing a plan
- Assess methods of making a schedule
- Overview of Priority Task
  
- Prioritisation
- The difference between urgency and importance
- Creating a paired comparison analysis tool
- Pareto analysis technique
- Grid analysis tool for decision-making

## Section B

### INTRODUCTION TO ROUTINES

#### About routines

- Setting a routine
- Using routine to manage an effective time-span
- Establishing Your Work
  
- Gathering Tools
- Successful Skills which helps you to maintain your schedule
- Manage a Meeting
- Various meetings for different purposes
- Planning for a meeting
- Evaluation

- Maintaining a log
  - Interruptions
  - Tools to use for evaluation
  - Delegation
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- About delegates
  - The delegation Process
  - The advantages of delegation
  - Managing Scheduling Technology
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- Required tools and skills
  - Using technology for your benefits
  - Managing technology
  - Paper Handling