

## professional development portfolio

# Managing Workload

We all have times when we have to work to tight deadlines, or feel we have too much to do, but we shouldn't be fooled into thinking there is nothing we can do about it.

This course helps the learner develop techniques for managing workload through identifying their priorities correctly, setting effective goals and making the best use of their time. It also looks at what they can do when their workload really does become excessive.

**Managing Workload enables** the learner to:

- Stop time-wasting and focus on the tasks that deliver greatest value to them and their organisation
- Set clear, workable goals and achieve them
- Reduce frustration and stress by ensuring their workload is manageable and their contribution adds value to their organisation
- Experience a sense of achievement when they reach their goals
- Be more efficient at work and find more time for them self
- Learn how to say no to unimportant tasks
- Recognise a truly unmanageable workload and ask for help in a constructive way



### Learning outcomes

#### Setting goals

- Why should you set goals?
- How do you set good goals?
- How do you achieve your goals?
- Do your goals ever become irrelevant?

#### Time management

- Why do I need to manage my time?
- What are the basic principles of time management?
- How should I plan my work?
- How should I schedule my work?
- What techniques can help me focus?

#### Identifying priorities

- Why should you prioritise?
- How do you decide on priorities?

#### Excessive workloads

- How do you avoid an excessive workload?
- How do you recognise an excessive workload?
- How do you cope with too much to do?

### Target audience

We all, from time to time, have problems managing our workload. Professionals at all levels will profit from thinking again about this key organisational skill.

### Duration: 3 hours

### Additional services

**Tailoring:** ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

**See also:** *Effective Communication, Negotiation Skills, Managing Relationships, Networking Skills, Managing Your Behaviour at Work, Project Management, Problem Solving.*