



Time & Task Management | Manufacturing

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Learn essential time and task management skills for manufacturing in our half day course. Covering styles, prioritisation, motivation, productivity, and key tools, this blend of theory and practice boosts efficiency.

This half day course, designed for manufacturing employees, focuses on enhancing time and task management skills. Key learning objectives include understanding natural time management styles, prioritising tasks, setting SMART objectives, and improving productivity. Candidates will explore practical tools like to-do lists, digital calendars, and the Pomodoro technique, aimed at reducing procrastination and increasing efficiency in a manufacturing environment.

- **Identify Personal Time Management Style:** Understand your natural time management style through self-reflection and analysis to enhance efficiency.

DURATION	DELIVERY	REFRESHER
½ Day	Classroom	3 Years

- **Master Task Prioritisation:** Learn to prioritise tasks effectively using techniques like SMART objectives and proper scheduling.
- **Boost Productivity and Motivation:** Gain strategies to combat procrastination and distractions, fostering self-motivation and sustained productivity.
- **Utilise Time Management Tools:** Explore practical tools such as to-do lists, digital planners, and the Pomodoro technique for better time tracking.
- **Enhance Delegation Skills:** Develop the ability to delegate tasks appropriately, ensuring optimal use of resources and team capabilities.
- **Improve Assertiveness and Manage Expectations:** Learn to assertively manage expectations and avoid perfectionism, contributing to a more balanced work approach.

Course Outline:

01

Introduction to Time Management in Manufacturing

Overview of the importance of effective time management and its impact on productivity and efficiency in the manufacturing sector.

02

Understanding Time Management Styles

Identify various natural time management styles and conduct self-reflection exercises to discover your personal style.

03

Conducting Time and Task Analysis

Learn techniques for analysing your current time usage and task management practices to identify areas for improvement.

04

Prioritisation and Scheduling

Master methods for prioritising tasks, setting SMART objectives, and creating effective schedules to maximise productivity.

05

Delegation and Breaks

Develop skills in delegating tasks appropriately and understand the importance of taking regular breaks to maintain efficiency.

06

Motivation and Overcoming Procrastination

Explore strategies to boost self-motivation, reduce procrastination, and manage distractions effectively.

07

Productivity Techniques

Implement productivity-enhancing techniques, manage expectations, and practice assertiveness to avoid perfectionism.

08

Time Management Tools

Discover and utilise various tools such as to-do lists, digital calendars, project management software, and habit tracking tools.

09

The Pomodoro Technique

Learn and apply the Pomodoro technique to improve focus and productivity through structured work intervals.

Method of assessment

The method of assessment is a **one-step** journey:

Step 1: Practical

The practical element includes hands-on exercises where candidates apply the learned techniques and tools in a simulated manufacturing environment. This includes time and task analysis, creating schedules, using digital tools, and practicing the Pomodoro technique.



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