Time Management and Coping Skills for Busy Councillors

This programme has been designed for councillors who need to manage their time effectively in order to be as productive as possible in their role.

It is designed to provide a set of strategies for helping to make the most of limited time resources, and includes a significant number of tips and techniques that will place councillors more in control of their workloads.

The focus of the course is on taking responsibility for managing time using specific tips and techniques, particularly around personal organisation and balancing complex responsibilities.

Programme objectives

By the end of this programme delegates will be able to:
- Identify and explain the effect of personal attitudes and behaviour on the use of time
- Zone tasks, to identify urgent and important tasks
- Manage a diary system
- Implement a series of established personal organisation systems to minimise paper and desk mess
- Manage interruptions assertively, and set boundaries on meetings
- Identify early warning signs of not coping
- Use recognised stress management techniques

There is a sample three-hour programme below. This programme can be run inhouse and tailored to your needs – please contact Alan Waters: alan.waters@lgiu.org.uk to discuss your authority’s requirements.

Programme

10 minutes Welcome
   Introductions
   Programme and personal aims for the session

10 minutes The Time Management issues that we face in our Councillor role
   Group exercise and feedback
INHOUSE TRAINING

10 minutes  **Personal working styles and their impact on time management**
Questionnaire and feedback

30 minutes  **First steps: Organising ourselves**
Desk mess and dealing with paperflow
Filing and organisational systems
Managing emails and excess paperwork
Prioritising, planning and diary management
Using Outlook and diaries
Bring forward systems

10 minutes  Coffee break

40 minutes  **Good Practice Tips:**
Warm up and close down routines
Planning lists and “to do” routines
Discipline and control
Managing Interruptions - drop in visitors
Appointments and visits
Telephone calls
Educating people and setting “rules”

60 minutes  **Managing the Pressures within the Role**
Pressure – v – not coping
Early warning signals
Coping strategies

10 minutes  **Review of Programme**
Evaluation

**Close**

**The trainer**
The course is facilitated by **Miranda Smythe** from The Baikie-Wood Consultancy Ltd, who has 30 years’ experience in writing and delivering personal development programmes.