

TIME MANAGEMENT

1-day Course

OVERALL AIM:

To help managers and staff achieve better time management at work whilst achieving a work life balance.

WHO SHOULD PARTICIPATE:

Anyone who needs to know how to manage time effectively and efficiently.

COURSE OBJECTIVES:

By the end of this course, participants will be able to:

- Analyse current allocation of time in organising workloads
- Identify key objectives and priorities
- Reduce stress and create time to think
- Plan your use of time, daily, monthly and yearly to greater effect

COURSE CONTENT:

- Identify bad habits and problems in organising workloads
- Time stealers and how to deal with them effectively and efficiently
- Change your approach and thinking towards your work
- Be realistic about what can be achieved
- Describe a range of tools and techniques to improve self-organisation
- Prepare a personal action plan
- Using systems to your advantage
- Focus on objectives and priorities
- Managing e-mail and other communications that come your way