

Time Management

Duration: 1 day

Busy, Busy, Busy all day long, but at the end of the day what has been achieved. It is easy to be busy, but 'busy' is not effective.

This programme works to develop not only the skills for managing time, it also works to develop a positive attitude towards it rather than letting it manage us.

This is a highly interactive course and encourages application into real life situations.

Learning Outcomes

Upon successful completion of this course delegates will be able to understand:

- Their personal priorities
- The priorities of the business
- The starting point for identifying what to do and where to start
- Scheduling and using to-do lists
- How to create & using realistic task lists that give structure to their day & focus them on priorities
- Recognise where time goes and look at how they use your time at the moment
- How to manage those that want their time
- How to work smarter & not just harder
- That more hours in the day are not the answer, look to high leverage activities to bring long term results
- How to get others to buy into their time management
- Educate others to understand the value of their time, whilst maintaining good communications and relationships
- Be flexible with their time without building barriers
- Understand the personal affects of poor time-management