



Time Management

Aims

This course is aimed at those who want to be in control of their workloads and organise work-tasks and themselves more effectively.

Objectives

By the end of this course you will be able to

- Understand the importance of time management
- Know how to use the 'tools of the trade'
- Deal with interruptions assertively
- Prioritise and organise your workload effectively
- Find the work life balance

Who Should Attend

Individuals who need to manage their time more effectively.

Delegates will be required to bring along their diary. If using electronic system, please print and bring along last 3 months and next 3 months workload.

Course Content

- Understanding your concerns about time management
- Balancing business and life
- Links to stress
- Clarifying your business needs and the importance to your job
- Dealing with interruptions
- Prioritisation
- Tools of the trade
- Systems of work
- Attending meetings
- Making the best of 'Golden Moments'

Duration

1 Day