

Course Overview

Time Management

Suitability

For people who are disorganised and struggle to plan their work or personal lives effectively.

For people who find it difficult to prioritise and end up being very busy but achieving little.

For people who lack focus at work or at home and need to be more disciplined and efficient.

Aims of the Course

To help delegates to gauge and improve their personal effectiveness.

To enable delegates to organise their work and personal lives more effectively and make the most of their time.

To ensure that delegates are able to plan, schedule and prioritise tasks effectively.

Learning Outcomes

By the end of the course, delegates will be able to:

- Understand their time management strengths and weaknesses.
- Manage and organise their time more effectively.
- Use their 'free time' more effectively and achieve a healthy work/life balance.
- Set clear personal and work objectives.
- Plan ahead and prioritise tasks in a disciplined way.
- Deal professionally with unnecessary interruptions and say "No" to inappropriate requests for their time.
- Consider using delegation or the sharing of workload as a time management tool.
- Deal with stress associated with time pressures.
- Accept the importance of self-discipline in relation to good time management.

Outline Programme

- Understanding your personal strengths and weaknesses in relation to time management.
- Defining where your time goes and how to become more effective.
- Learning how to prepare and plan ahead more effectively.
- Considering and choosing your preferred technique for planning and prioritising.
- Setting focused work and personal objectives.
- Creating a time log to capture workload and assess how your time could be used more productively.
- Being more organised and meeting deadlines.
- Making time for proactive rather than reactive tasks.
- Identifying and addressing time wasters.
- Dealing effectively with time pressures and stress associated with poor time management.
- Delegating and using resources effectively.
- Learning to say "No" professionally and diplomatically when appropriate.
- Managing your work and personal time in order to achieve a healthy work/life balance.
- Dealing with unnecessary interruptions politely and professionally.
- Developing a personal time management action plan for the future.

Details

Duration; A one day course (0930—1630 hrs)

Venue; London, Bristol or Birmingham (monthly)

Price; £295 + vat per delegate
Includes lunch, light refreshments and all course materials