

Time Management Course

Suitability

For people from all levels of seniority who struggle with personal organisation, planning and prioritisation in either your work, personal life or both.

This course is suitable for people who need to be more focused, more disciplined and more effective in the use of their time.

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.

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

Learning outcomes

By the end of the course, delegates will:

- Understand their time management strengths and weaknesses.
- Manage and organise their time more effectively.
- Use their 'free time' more effectively.
- Set clear personal and work objectives.
- Plan ahead and prioritise tasks in a disciplined way.
- Deal professionally with unnecessary interruptions and know when to say 'No'.
- Use delegation as a time management tool.
- Prepare for meetings efficiently.
- Deal with stress associated with time pressures.
- Accept the importance of self-discipline.

Outline Programme

- Understanding your personal strengths and weaknesses in relation to time management.
- Defining where your time goes and deciding how to use it more effectively.
- Learning how to prepare and plan ahead effectively.
- Using effective techniques for planning and prioritising.
- Setting work and personal objectives that are challenging, realistic and measurable.
- Creating a time log to capture your workload.
- Using the time log as a planning tool.
- Making time for proactive rather than reactive tasks.
- Becoming more organised, improving your personal effectiveness and meeting deadlines.
- Identifying and addressing people or work practices that waste your time.
- Dealing effectively with time pressures.
- Delegating and using resources effectively.
- Preparing for meetings efficiently and professionally.
- Knowing when and how to say "No" to an inappropriate request for your time.
- Dealing with interruptions politely and professionally.
- Simple ways to improve your desk management.
- Managing your work and personal time to achieving a healthy work/life balance.
- Developing a personal time management action plan.

Details

Duration: One day course from 0930 to 1630

Venue: London, Bristol, Birmingham

Cost: £295 (plus VAT) per delegate
Fee includes lunch, light refreshments and all course materials.