



Time Management Day Workshop

ABOUT TIME MANAGEMENT



This Time Management skills course offers valuable information for anyone who feels

they need training to improve their prioritisation skills. It will allow them to respond to changing priorities where they can react assertively when others place demands on their time. Learn how to seek "value" for time like "value" for money, set effective goals and objectives; get into a results focused mind-set; motivate yourself to use your time creatively and productively put in place a structure for effective delegation

COURSE OBJECTIVES

- Understand how time management effects personal resilience
- Understand the central characteristics of an organised, time managed day, and relate to 'life balance'
- Understand how your 'working style' is affecting performance and therefore time issues.
- Discover the 3 ways to say no and yet keep a great relationship
- Identify the threats and events of routine and exceptional daily working lives for which effective Time Management is essential
- Understand how to embed the techniques and exercises into routine daily working lives

COURSE CONTENT

Session One

- A new focus on your purpose and objectives and tools to benchmark your success
- Effective prioritisation skills
- An understanding of your own productivity schedules and patterns

Session Two

- The ability to analyse and combat the factors that sabotage good intentions
- Assertive techniques to manage interruptions and handle disruptions
- Skills for delegating to others so you can finish the jobs that really matter

Session Three

- The golden rules for saying 'no'
- An action plan to encourage self-discipline and sustained improvements
- A plan for switching your 'working style' according to the situation at hand