

People Skills



Time Management

Maximise, Prioritise

'Finding the Time You Never Thought You Had!'

Business scenario

Time is a valuable resource and we never have enough of it - or do we? Effective time management skills are fundamental to the success of both you and your business.

Who will benefit?

Those who feel there just aren't enough hours in the day. Managers, team leaders and professionals who want to take control of their workload in order to increase efficiency and achieve results.

Course objectives

By the end of the course you will be able to:

- Set realistic and achievable goals
- Manage priorities under pressure
- Structure work in a systematic way to meet deadlines
- Influence others who impact upon your time
- Utilise tools and techniques to handle disruptions

Course content

Managing your own time

- Looking at how you use your time
- Analysing your goals and planning to achieve them
- Working out your priorities and allocating tasks
- Identifying your patterns of behaviour
- Knowing how to plan effectively
- Managing stress in a positive way

Influencing others who impact upon your time

- Examining motivation
- Delegating effectively
- Communicating clearly
- Networking for support
- Making goals achievable
- Managing your manager

Tools and techniques

- Setting out your work area to achieve results
- Maintaining a system that works for you
- Keeping a 'time log' to analyse work patterns
- Mastering your 'to do' list to achieve results
- Dealing with interruptions in a constructive manner
- Managing your phone

Course features

Working with exercises and through discussion and questionnaires, you will examine your current habits and attitudes towards the effective use of time.

learning excellence, positive engagement...