

## Time Management

### Duration:

One day

### Objective

Our popular Time Management programme is a fast-paced, challenging one-day course designed to help you maintain a firm grip on your schedule. Time Management is not just about goal-setting and writing to-do lists. We provide proven tools and techniques you can put into practice immediately. You will learn how to identify and protect high-value activities and delegate tasks or projects of lesser importance. You will learn how to develop an effective program for setting goals, monitoring progress, and eliminating interruptions. Managing diaries, desks, telephone calls, email and travel are all covered and we will also help you develop the crucial 'people-handling' skills required to prevent others stealing your time.

### Contents

By the end of this course each delegate will be able to:

Explain their areas of influence in the management of their time

Separate their job into goals, tasks and activities

Limit distractions and Interruptions

Delegate lower value tasks

Describe the concept of primary and secondary tasks

Consolidate housekeeping activities

Use creative thinking to solve problems efficiently

Demonstrate the main criteria to use when prioritising tasks

Make best use of their most productive time of the day

Use planning controls to enhance their productivity

Manage gaps in their time profitably

Spend less time putting out fires each day

Demonstrate time management best practice techniques

### Who should attend

Anyone who wishes to exert greater control over their working day in order to be able to maximise their own productivity. Particularly useful for Supervisors and Managers looking to improve their own time management skills as well as their team's productivity.

### Course benefits

Help you focus on goals by clarifying personal and team objectives, key responsibilities and priorities

Plan and achieve medium to long-term objectives whilst coping more effectively with day-to-day demands and pressures

Increase personal and team productivity and raise morale

### Additional information

This is a fun, lively and extremely enjoyable outlook on all of the things we can do to help us organise our working days, weeks and months to enable us to stay on top of all our tasks, jobs and projects in order that we can constantly remain calm and in control.

### Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

### Trainers background

The trainer for this course has extensive experience in design and delivery of time management training. They have been successfully delivering training to both public and private sector organisations for over twelve years and previously held a number of

senior management positions in industry.