



Time Management – 1 day



About the programme

As we settle into the 21st Century, time management skills are at the top of the personal development tool kit. This course is designed to relate effectively to the achievement of business objectives, key tasks and jobs. Consideration is given to time management issues, personal effectiveness and self assessment. Delegates will be introduced to the concept of urgent versus important and taught how to deal with interruptions.

Who should attend?

Anyone who needs an introduction to the basic principles and practices of effective time management.

What you will learn

- The importance of time management
- How you spend your time
- Clarity of thought
- Delegation
- Handling disruptions
- Effective meetings
- Managing your diary
- Prioritising - urgent vs important
- Planning
- Creating your personal time management system
- To do or not to do - how to use a priority matrix
- How to calculate the time you control and identifying the things you do and do not control
- Identifying Time Bandits which steal your time and strategies to beat them
- How to respond to changing priorities and other demands within the organisation
- The best way to plan and stay planned
- How to bring the best out in yourself
- How to turn values into goals into objectives into tasks - every day!
- Breaking out of your comfort zone and overcoming natural and unnatural obstacles
- How to make your goals SMART goals
- The art and science of delegation
- How to organise and conduct an efficient and effective meeting
- How to take the stress out of deadlines
- Strategies for solving any time management problems
- Self assessment for personal effectiveness