

Time Management

The **pace of change, the flexibility required of all staff, the higher rate of work output and productivity** are some of the factors that put **intense pressure on all of us**. This course aims to **improve our effective use of time**.

Objectives

Understand the **concepts of time management** and the factors affecting your time

Learn the necessary **skills** for **achieving your key task and business objectives**

Audience

This course is designed for individuals who have the **responsibility for controlling or organising their own schedules and prioritising their workload**.

Duration

This is **one day Time Management** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Time Management** course can be run at **our training venue near Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Time Management Course Outline

Time- The Most Important Resource

What is time?

Time wastage

How do I use my time

Time Log

Job analysis

The Pareto Principle

Motivations

Procrastination vs. motivation

Maslow-hierarchy of needs

Encouraging motivation

The Importance of personal goals

SMART goals

Accomplishing goals

Personal action plan,

Planning Time

Prioritisation

Eisenhower grid

Daily planning ritual

Planning tools

Energy cycle

Time Stealers

Meetings

Telephone

Delegation

Distribution of responsibility

Priorities, communication

Indecision, crises

Saying No!

Involved in too much

Unfinished tasks

Self-discipline

Drop-in visitors

Too much routine work

Paper, reading

Personal disorganisation

Your Workplace

Your desk

The in-tray and the out-tray

The desk file system

Performing Under Pressure

Identifying stressors

Awareness of stress signals

Strategies for harnessing

Stress positively

Thirty Ways To Make More Time

Preparation and organisation

Dealing with interruptions

Meeting management

Dealing with the telephone

Office system