

Manage Time & Maximise Results– 1 Day

Overview

Now more than ever it seems that there are massive pressures on our time. There are so many ways to keep in contact and be contactable that it can often feel that there's more to achieve than the time available.

Being able to effectively manage our time and priorities can increase productivity and job satisfaction as well as reducing stress.

Objectives

By the end of this course delegates will be able to use techniques to help them develop time management strategies that suit them and their working life and lifestyle and help them feel more organised and effective

Prerequisites

There are no prerequisites for this course as it is aimed at individuals who would like to manage their time more effectively at work, but the techniques learnt will also be beneficial in all aspects of delegates' lives.

Topics

- Understanding what's important to you – how your personal values impact your time
- How you currently spend your time
- Urgent vs important
- Dealing with time vampires
- Avoiding distractions
- Using to Do/Memory lists
- Being fair to yourself and others
- Fixed and movable items
- Prioritisation
- Planning your time whilst remaining flexible
- Keeping deadlines and promises
- Diary management
- Delegation
- Effective meetings