

<p><b>Time Management</b></p> <p>Duration: 1 Day</p> <p>Price: £270 + vat</p>	<p><b>This training course is designed to help participants develop their skills in time management – a way of controlling time at work in order to achieve more effective results in less time.</b></p> <p>This is a practical training course that introduces proven techniques for mastering time. The approach will involve presentations and discussion to introduce the concepts of time mastery and practical exercises and syndicate work to develop personal skills.</p>
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**Course Objectives:**

Having completed this training course participants will be able to:

- Identify their own particular time wasters and adopt strategies for eliminating them from their work pattern.
- Recognise the variety of causes of procrastination and apply relevant techniques to overcome these.
- Clarify and prioritise their objectives and goals.
- Adopt appropriate strategies for dealing with interruptions.
- Use practical techniques for organising work.
- Reduce time spent in meetings yet contribute more effectively.
- Delegate work more effectively to staff.

**Do It Now:**

- How good is your time management?
- Getting started.
- Overcoming Procrastination.
- Clearing the clutter.

**Managing Meetings:**

- Different meetings for different purposes.
- Structure and control.

**Delegation:**

- Leadership and time management.
- How to delegate effectively.
- Developing your staff.
- Different styles for different people.

**Objectives and Goals:**

- Objectives - where do you want to be?
- Personal and business goals.
- Prioritising activities - urgency and importance.

**Continuous Improvement:**

- Developing and maintaining your time management habits.

**Evaluate Current Usage Of Time:**

- Keeping a time log.
- Identifying your personal time wasters.
- Dealing with interruptions.

**Organising Your Work:**

- Daily/weekly planning.
- Effective systems.