

Time Management Training

This is a practical Time Management course with the aim of providing ideas and skills to manage and organise your time more effectively, helping you prioritise those activities which are most important to your success.

Objective

Details

Duration: 1 Day

Who is this course for

This course is ideal for those who struggle with making the most of the time available to them, whether as a manager or employee.

Course Content

Do It Now:

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

Objectives and Goals:

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

Evaluate Current Usage Of Time:

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

Organising Your Work:

- Daily/weekly planning.
- Effective time management systems.

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.

Continuous Improvement:

- Developing and maintaining your time management habits.