

Time Management



COURSE OVERVIEW

Time is money, the saying goes, and lots of it gets lost in disorganisation and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganisation.

Many people find that they flit from one task to another, trying to get everything done. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

KEY SUBJECT AREAS

- The power of a change.
- Changing our perspective.
- Setting goals.
- Planning tips and tricks.
- Setting a routine.
- Doing it right.
- Putting an end to procrastination.
- Getting organised.
- Organising your files.
- Managing your workload.

LEARNING OUTCOMES

- Better organise yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail your workplace productivity.

Equip your staff with the skills and techniques to manage time, pressure and priorities.

Duration: 1 Day

Unique features

The Time Management Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Anyone who needs to prioritise tasks, time, pressures or problems, either at work or at home.

Includes...

- Resource material & workbook.
- Training 101 Certificate

Contact us for more information
or to register on a workshop:

P: 0800 801 233