

Time Management

Course ref: MN3

Course aims:

- to introduce delegates to the principles of time management
- To recognise how to make time work for you
- To use technology to reclaim an hour a day- at least!
- Helping to identify pressures, and deal with them effectively

Benefits of attending:

- High quality training by experienced management professional
- Practical exercises to support the learning process
- Training can be geared to your individual organisation's situation

Outline of programme:

In any organisation where time is money, employees who use their time effectively will achieve increased productivity and feel in control.

This workshop covers:

- Goal setting
- How to make time for you
- How to decide priorities - the difference between 'urgent' and 'important'
- The 80/20 rule
- When it's right to just 'do it now'
- Five ways to delegate, even when you have no direct reports
- Dealing with 'time thieves'
- A simple exercise to help you assess your performance
- Identifying pressures and using stress reduction techniques
- Ten time saving tips

Duration:

This course normally operates as a 1-day course, depending on the depth required and issues which need to be covered. It can also be run as part of a series, together with Goal Setting, Management Skills, Controlling the Costs, and Finance without Fear.