

# Time Management

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## Overview

This 1 day course is aimed at anyone who feels that they could make better use of their time to improve effectiveness & increase profitability.

Delegates will learn how small changes to their own behaviour and attitudes to work can have a large impact on their ability to tackle and prioritise work.

This course will enable delegates to plan time effectively in order to increase productivity. They will learn techniques to enable them to prioritise and schedule tasks, handle time-wasters and deal with procrastination.

## Course Content

- Self- assessment and how to spend your time; recognise your time style
- Diverting disruptions
- Defining the work load drivers
- Recognising time wasters and dealing with them
- Managing stress and pressure
- Setting realistic and achievable objectives and goals
- Action planning and measuring results
- Being assertive; say no politely and manage workloads more effectively
- Prioritising tasks and plan effectively
- Handle timewasters
- Recognise and deal with procrastination
- Identify ways to delegate
- Work towards having a calm approach in work and achieving a better work life balance

