

Time Management



making a positive difference to people and organisational performance

Duration: 1 Day

Overview: This course will provide you with the opportunity to analyse where your time goes and how efficiently it is used. You will understand the importance of prioritising your own workload and use effective methods to deal with day to day interruptions.

Designed for: All individuals who wish to improve their efficiency and effectiveness within the workplace. This course will enable you to consider where your time goes, to consider how effectively it is used, to help improve your time management skills and to more effectively prioritise your workload.

Objectives: By the end of this course you will:

- Understand the barriers to effective time management
- Know how to effectively analyse your workload and evaluate your time
- Be able to prioritise your tasks using the Prioritise Quadrant time management tool
- Know the best practice methods to organise your workload
- Be able to identify the main elements of time wasting
- Know how to deal effectively with interruptions
- Be able to delegate and “let go”
- Understand the causes of work related stress
- Develop a time management improvement action plan

Method: This course will use a structured series of lively and interesting exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively demonstrate newly learnt skills at the course.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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