Time management

An overwhelming to do list and not enough hours in the day can lead to a feeling of doing lots but achieving little. This workshop is designed to help you develop your time management and improve your effectiveness at work. It introduces the skills, techniques and habits that will allow you to achieve your goals more effectively in less time.

Around 2 hours • Face-to-face or virtual   • Typically 4-15 participants   • Supported by course notes   • Interactive

Key course elements

Setting goals and priorities
- The importance of goal setting
- Prioritising what is most important

Structuring and planning your day
- Managing the working day in the most productive way
- Managing e-mails

Evaluating current use of time
- Identifying and minimising time-wasting activity
- Overcoming procrastination

Exchanging ideas and best practices
- Best practice from a range of time management experts
- Tips on getting the most out of your day

Participants will learn to…

- Clarify and prioritise their objectives and goals to enable them to focus on what is most important

- Apply prioritisation techniques to organise their work to ensure key objectives are met

- Identify their own time-wasters and adopt strategies for eliminating them

- Apply time management strategies to combat procrastination

- Understand and be able to apply a range of processes and techniques to optimise the use of available time

"The trainer was really enthusiastic and friendly. She explained all the concepts really well and the session was very interactive which kept you engaged!"