

The wise choice for all your training needs...



Course Outline

Time Management

This one-day course is designed to help people manage their use of time in a more efficient manner.

With the emphasis on understanding and analysing delegates' own work patterns and where improvements could be made, examples are given of how to make improvements.

Some simple tips can make a significant difference to delegates' efficiency, effectiveness and contribute to their sense of well-being and reduced stress-levels.

Delegates are shown a variety of tried-and-tested tools to assist them in managing their time better.

The content shown below is for our scheduled course and can be customised to suit your requirements if you are making a company booking, or for us to come to you. Please call to discuss details. All courses are Instructor-Led and Interactive and we like to keep delegate numbers to a minimum to ensure that all delegates get the most benefit from the course. (Never more than 6 on a course.)

Contents

Overview

- Time management overview
- Principles of time management
- Productivity cycles
- Goals and priorities

Time management plans

- Time management plan
- Daily plan

Technology and time management

- Technology saves time
- Saying "No"

Productivity

- Interruptions and meetings
- Factors affecting productivity

Information overload

- Causes of information overload
- Organize your office
- Communication

Stress Management

- Identifying Stress
- Stress Signals
- Techniques for Dealing with Stress

Concluding Remarks