

Get and Stay Organised (Time Management Skills) Course Outline

Duration: **3 hours**

Course Description

All businesses have limited resources and managers make huge efforts to plan how they are going to be deployed. A resource which sometimes get overlooked is time and of course this is a resource which once it is gone... it is gone forever !!!

Not being on top of the job can lead to feelings of frustration, inadequacy and eventually stress and these reactions can also spill over to affect other aspects of your life. Working for someone who isn't very organised and is a poor time manager is also very difficult and can lead to staff leaving or even worse adopting those poor time management habits too.

Getting organised and staying that way demands a degree of commitment and this training workshop will help you discover some highly effective ideas about staying focused and organised even when really under pressure

The session will show you prioritise, how to take an objective view of where you find yourself and give you some real workable ideas about how to get better at managing your time and help others to do so too.

Who should attend?

Business owners, managers or team leaders or anyone who wants to get more organised and stay that way.

What will it cover?

- Prioritising and getting organised
- Dealing with pressure
- Understanding time management as focusing your energy
- Identifying stress
- Managing stress
- Dealing with interruptions
- Managing meetings
- Assertive time management
- Coaching others