

Time Management

“We can’t manage time, but we can manage ourselves”

Course Outline

Duration: 3 Hours

Course Description: This course is designed for anyone that feels overwhelmed by paper, emails or their “to-do” list. You will learn strategies to stay focused on the important things, whilst managing the 21st century noise of the workplace.

What will it cover?

- We can't manage time, but we can manage ourselves
 - Analysing your own use of time
 - The importance of planning ahead
 - Identifying ways to make better use of time
- Time management techniques
 - Choose the strategies that will work for you
 - Experimenting with some new time management techniques
 - Prioritising tasks
 - Doing the right things as well as doing things right
- Getting into good habits
 - Making the most of your prime time and down time
 - Saying no assertively
 - Action planning to improve how you manage your time from now on
 - How to make sure your good intentions come to fruition
 - Where to get more help and support