Time Management

One Day Course
"If you can't find the time—make the time!"

Who will benefit
Those who feel there just aren't enough hours in the day. Managers, team leaders and professionals who want to take control of their workload in order to increase efficiency and achieve results. Time is a valuable resource and we never have enough of it - or do we? Effective time management skills are fundamental to the success of both you and your business.

Objectives
By the end of the course you will be able to:
• Set realistic and achievable goals
• Manage priorities under pressure
• Structure work in a systematic way to meet deadlines
• Influence others who impact upon your time
• Utilise tools and techniques to handle disruptions

Managing Your Own Time
• Looking at how you use your time
• Analysing your goals and planning to achieve them
• Defining priorities and allocating tasks
• Identifying your patterns of behaviour
• Knowing how to plan effectively
• Managing stress in a positive way

Influencing Others Who Impact upon Your Time
• Examining motivation
• Delegating effectively
• Communicating clearly
• Networking for support
• Making goals achievable
• Managing your manager

Tools and Techniques
• Setting out your work area to achieve results
• Maintaining a system that works for you
• Keeping a 'time log' to analyse work patterns
• Mastering your 'to do' list to achieve results
• Dealing with interruptions in a constructive manner
• Managing your phone

Course Features
• Working with exercises and through discussion and questionnaires, you will examine your current habits and attitudes towards the effective use of time

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