



# Time Management

## Overview

Learn the basics of time management so that you can free up more time to do the things that will have the biggest impact in & out of work. Find out how to prioritise work, deal with time stealers and delegate effectively. This course ensures you will save time and become more efficient & effective at work.

## Who is it for?

Ideal for busy individuals who have large workloads where multi-tasking is required. Ideal to learn organisational skills and how to overcome “fire-fighting” tendencies so you can focus your time and energy in the most cost effective areas.

## What's covered?

- How to manage your time effectively
- Simple, easy to use techniques for prioritising tasks
- To-do lists & how to use them
- Identifying classic time stealers and how to overcome them
- Combating procrastination
- Effective delegation & management of others
- Where to focus your time & energy
- Goal setting & importance of SMART
- Clarity model
- Monkey management & assertiveness

## Learning Objectives

- Improve prioritisation skills so the most important things get done
- Overcome procrastination to achieve goals more quickly
- Increase focus to deal more effectively with interruptions and distractions
- Recognise the need to say 'no' and take back control of your time
- Make meetings and other appointments more productive
- Balance work and personal life to reduce stress and increase effectiveness

Workshops are delivered by experienced training and development professionals