

Time management

One Day Course

Course introduction

Can you sometimes arrive at the end of a busy week and wonder what you have achieved? Do the things that you have been putting off nag at you, especially in moments of peace? Are you finding that you view time as an enemy? Do you find yourself reacting to others' needs at the expense of your own needs? Are you often late or in so much of a rush that work quality could suffer?

If you can answer yes to one or more of these then this time management course will help you feel calmer, more in control and allow you to achieve better results. Based on sound and well-tried methods that work, this course is highly interactive and practical. Centred on participants' needs it culminates in commitment to action and will make a real difference to both working and personal life.

Course Aims

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Course outline

Course content

- Establishing common views of time and why it is difficult to manage
- Defining the best time manager
- The compass versus the clock
- Planning, long and short term
- How to decide who to deliver for
- Getting and staying organised
- How to stop putting things off
- Handling paper and emails
- Dealing with interruptions
- Overcoming barriers to self-discipline

What will I learn

- Common views of time
- Long and short term planning
- Getting and staying organised
- Handling paper and emails
- Dealing with interruptions
- Overcoming barriers to self-discipline

Related courses: Assertiveness; Managing Stress and Workplace Pressure; Outlook