

## Managing Your Time

### AUDIENCE

This course is intended for anyone who wishes to take greater control of his or her management of time in order to become more efficient and effective.

### SUMMARY

This one day workshop is packed with easy to do actions that will enable participants to immediately apply time efficient strategies as soon as they return to work. The workshop will encourage the participants to consider reasons why they are less effective than they might otherwise be and offers practical step-by-step guidance on how to gain greater control over their working day. At the end of the course participants are invited to produce an individual action plan to help them achieve their time management goals.

### COURSE AIMS

By the end of the course the participants will:

- *Have an understanding of the ways in which they can become more efficient and effective in their present role*
- *Develop strategies to avoid unnecessary distractions thereby permitting important work to be completed*
- *Be able to exercise greater control over time and use it more constructively*
- *Learn how to say "no" to unnecessary requests*
- *Be clear on the importance of the rules associated with delegation*
- *Discover how to manage and participate in meetings*
- *Have developed a clear and specific personal action plan to immediately become better organised*

### COURSE SESSIONS

- *Time Robbers and Bandits*
- *Why organising your manager might be the first step to you becoming super efficient!*
- *Forward Planning is the key - deliverables provides the solution*
- *How to avoid taking on problems that are not yours - 'Monkey Management'*
- *Practical actions for managing your time*
- *Technology solutions*
- *You cannot do everything - so delegate!*
- *Meetings waste too much time - so get organised*

**A full and detailed syllabus is available. Simply email us or visit our website to request further information. Alternatively call us on the number below.**