

Time Management

This session focuses on improving time management through prioritising so that delegates can achieve more and increase their personal organisation and the impact on others.

Suitable for:

All staff who have discretion over how they manage their working day

Objectives:

- Use techniques to prioritise more effectively
- Identify areas for personal improvement in time usage at work
- Explain benefits of effective delegation

Programme:

- Concepts of time and their effects
- Our internal programming
- Importance of prioritising
- Time management matrix
- Assessing current work habits
- Dealing with procrastination
- Benefits of delegation
- Priority language
- What stops you managing your time
- Solutions to time wasters
- Tips for good time management
- Personal action planning

Duration:

One day