

Time Management – How to Make the Most of your Time

Higher levels of performance under increasing time pressures? Does this sound familiar? This one-day workshop is designed to enable you to make more productive use of your time at work.

Who is it for?

Those who wish to improve their personal effectiveness through improved planning, organisation and self-discipline.

What do I get out of it?

- ✦ Awareness of the benefits and barriers to planning
- ✦ Identify current time usage and abuse
- ✦ Develop a personal plan to maximise use of their time
- ✦ Find practical solutions to “time wasters” and your own “blockers”

Course Overview

- ✦ Setting priorities
- ✦ Time utilisation – taking personal responsibility
- ✦ Personal aims
- ✦ A time management system
- ✦ Planning and organising – benefits, barriers, methods and practical applications

What's it about?

An interactive workshop that uses discussion, self assessment exercises, case studies and video to look at how you use your time and how to use it more effectively.

