

Good Practice Training Group
Stag Lodge
Saltram
Plymouth
PL7 1UH

Tel: 0845 387 0269
Email: info@goodpracticetraining.co.uk
Web: www.goodpracticetraining.co.uk

Time Management | Course Duration: One day Course Code: TM2

Overview

This one-day time management course is packed with practical tips, techniques and suggestions to help participants make better use of their time, and combines thought-provoking exercises with relevant easily implemented initiatives to help them achieve their goals.

Who is it for?

Anyone wishing to manage their time more effectively

Objectives

- Understand the impact of poor time management
- Establish and deal with the causes of poor time management
- Identify and focus on your objectives and key responsibilities
- Be able to recognise common 'Time thieves'
- Prioritise effectively
- Use objective measures to manage workloads
- Understand when and how to delegate
- Maximise control through planning methods and be better equipped to deal with the unexpected

Course Overview

- What is time management?
- Being able to recognise the differences between good and poor time management
- Identifying your responsibilities and priorities
- Defining what your 'time thieves' are and how to deal with them
- Using prioritising techniques correctly to take control over your work
- Setting SMART goals to ensure success
- Time management practical exercises

- Open Q & A session on any other time management issues
- Completing a personal action plan from the notes you have made throughout the day with practical steps to implement back in the workplace.

All of our courses can be tailored to meet you organisations objectives

Bespoke Training for Business