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What is Time Management Training?

This Time Management training course is designed to help participants develop their skills in time management to achieve more effective results in less time.

One of the most repeated phrases you will hear in offices up and down the country is "we don't have enough time" - to which the response is often "work harder!" - leading to overtime, stress - and often a poorly done job! Developing techniques to make more intelligent use of time, and to prioritise and effectively manage a challenging workload can lead to a more productive workforce getting more important work done in less time and with less stress!



What are the objectives of Time Management Training?

By then end of this time management training course, you will be able to:

- Identify your own particular time wasters and adopt strategies for reducing them.
- Recognise the variety of causes of procrastination and apply relevant techniques to overcome these.
- Clarify and prioritise your objectives and goals, by creating more planning time.
- Adopt appropriate strategies for dealing with interruptions and anything else which ‘steals’ your time.
- Use practical techniques for organising work.
- Reduce time spent in meetings yet contribute more effectively.
- Define assertiveness and related types of behaviour
- Choose assertive responses to different time management situations

Who is the Time Management Training course intended for?

There are no formal requirements for this course. Anyone who wants to learn skills to improve how they manage their time in order to maximise their potential is invited to attend.

Time management training courses and workshops will help delegates increase work effectiveness and productivity, achieve greater control of their daily activities and overcome stress. We also provide private and in-company Time Management courses. +44(0)1273 6222

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Do It Now:

- How good is your time management?
- Getting started.
- Overcoming Procrastination.
- Clearing the clutter.

Objectives and Goals:

- Objectives - where do you want to be?
- Personal and business goals.
- Prioritising activities - urgency and importance.

Evaluate Current Usage Of Time:

- Keeping a time log.
- Identifying your personal time wasters.
- Dealing with interruptions.

Organising Your Work:

- Daily/weekly planning.
- Effective time management systems.

Managing Meetings:

- Different meetings for different purposes.
- Structure and control.

Delegation:

- Leadership and time management.
- How to delegate effectively.
- Developing your staff.
- Different styles for different people.

Continuous Improvement:

- Developing and maintaining your time management habits.

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This is a practical Time Management course with the aim of providing ideas and skills to manage and organise your time more effectively, helping you prioritise those activities which are most important to your success.