
Time Management

This course will enable participants to determine how to make more effective use of time at work. It takes a good look at what is important and what is urgent, reducing stress and increasing productivity.

Course Content:

- What is time management?
 - The important v urgent matrix.
 - What is important?
 - Jar full of marbles or jar full of sand?
 - Deciding priorities according to roles & goals

- The importance of planning
 - Preparing a game plan
 - Keeping a diary
 - Using to do lists

- Time stealers
 - Other people
 - Repetition
 - You
 - Know yourself
 - Overcoming procrastination

Duration: 1 day

This course outline is designed to be a guide and to help you find a programme which may meet your organisation's needs. The content has been re-designed and refined for many different clients in the past - let us fine-tune it to meet your organisation's needs, free of charge. We will happily present any programme on your premises.