

TIME MANAGEMENT

Introduction:

The programme is designed to enable personnel at all levels to benefit from improved utilisation of their time both in and out of the work environment

Objectives:

On completion of the programme delegates will be able to recognise opportunities and methods of gaining more effective use of their time and that of the people they manage. Benefiting the organisation and individuals in terms of improved output and reduced stress

Programme Synopsis:

- Objectives
- The Warning Signs
- Individual Activity – What do you do?
- Effectiveness
- The 2 x 2 Managing Tool – Urgent or Important?
- Time Wasters Category
- Get Rid of Category
- The High Demand Category
- The Winners Category
- Priorities Summary
- Analysing Your Daily Activities
- Pareto Analysis
- "To Do" Lists
- Individual Exercise "To Do" Lists
- Self Management Skills
- How to Deal with Time Bandits
- Urgent/Important Planner
- Batching Efficiency
- Handling Efficiency
- Office and Desk Efficiency
- General Tips
- Managing Interruptions
- Course Recap

Duration: One Day

Course Code: TSCTM

Certification: Training Solutions 2000