

Time & Priority Management



Program Focus

This one-day workshop works to identify your business priorities and seeks ways to manage this changing and shifting list of activities. During the workshop we will use a variety of tools and techniques for you to take away after the training and apply directly into the workplace. We will look at how you use your time at the moment and where your time is currently being wasted! Or eaten away! By non-value added activities.

Pre-requisite:

Delegates attending this course will be expected to fill in a personal time log prior attending the course

Course Highlights:

Managing yourself

- Defining your objectives and key result areas
- Establishing priorities – Pareto's law
- Investing time and effort in order to achieve more in the future
- Understanding how your time management behaviour affects
- Highlighting personal time stealers and areas of weakness

Practical time management activities

- Sphere of control Vs the Sphere of influence - focus your energy and time in the right way
- Planning your time
- Dealing with Interruptions and distractions – staying focused
- Assertiveness - Saying 'No' without losing your job!
- Prioritisation - personal and business priorities aligning the two
- Working smarter not harder
- Delegation – freeing up your time and developing staff

Course duration – 1 day

Course Cost - £395.00 per delegate (plus VAT)