

Time and Priority Management

This workshop aims to improve our effective use of time. It concentrates on the concepts of time management and the factors affecting our time. It will enable you to identify your key areas of responsibility and where you should be spending your time. It looks at getting the balance between your personal and work life. It provides the tools and techniques to be able to save time and manage time wasters. Delegates go away from this course having a clear understanding of what they need to and the actions they will personally implement.

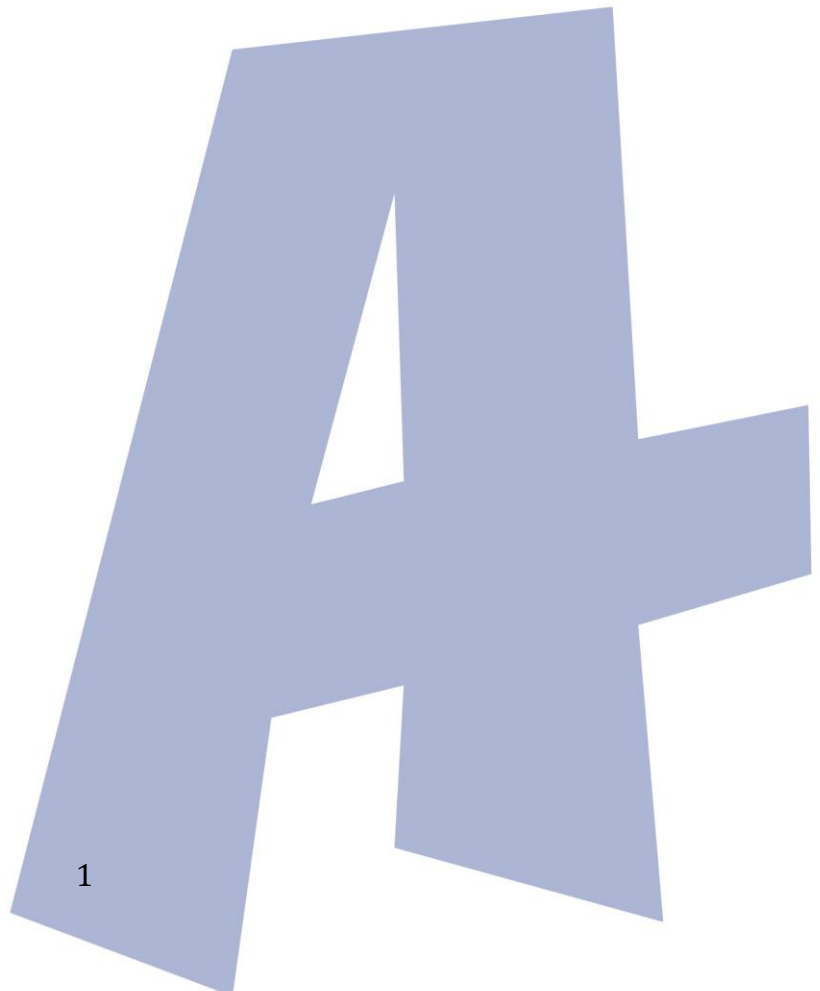
Who will the course benefit?

Anyone who has the responsibility for controlling or organising their own workload and prioritising their work.

Course Objectives

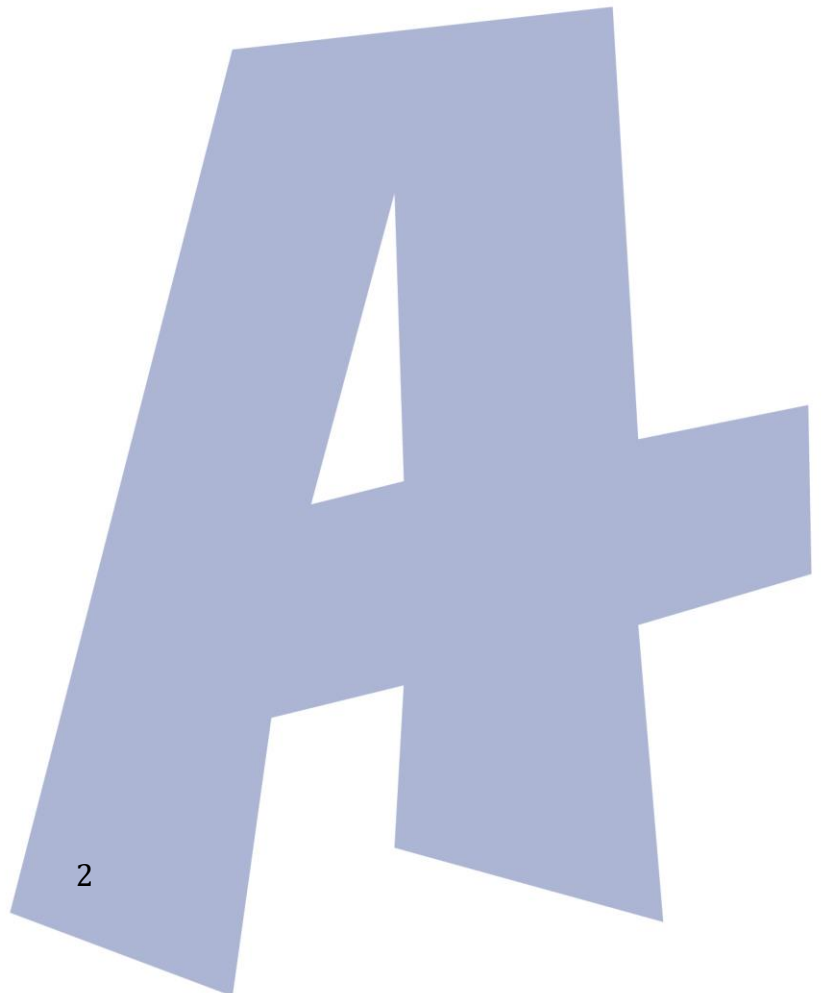
To present concepts and techniques which will enable participants to review their activities and priorities. To develop an approach capable of improving overall effectiveness.

Course Duration: 1 day



This course will enable delegates to:

- Identify key areas in which they concentrate time and energy.
- Manage priorities effectively.
- Identify time stealers and techniques to overcome them.
- Establish a time planning system fully tailored to their job requirements.
- Fully establish their goals and priorities both at work and within their personal life.



Course Content

The Need for Time Management

- Problems
- Managing time

Key Elements of Time Management

- Key areas of business and private lives
- Identify personal goals
- Key areas and goal setting
- Priority setting of tasks and activities

Time Stealers

- Identify daily disruptions to day-to-day plans
- Techniques to control stealers

Time Savers

- Conduct of meetings
- Delegation
- Priority setting
- Communication
- Stress Management
- Self-discipline
- Stress awareness

Principles of Planning and Diary Management

- Concepts
- Planning and scheduling
- Control your schedule
- Creation of plans
- Scheduling of tasks

