
Time Management

Course Duration : 1 day

Course Overview

Time can only be used once. This course teaches delegates how to manage time effectively. It helps delegates keep priorities in focus and avoid time wasting. The course is interactive and includes a high level of delegate participation.

Prerequisites

- No previous knowledge is required.

Objectives

Delegates will be able to :

- Understand how to manage their time to maximise performance.
- Identify their current working practises, evaluate weak areas where time is wasted and produce a plan to get organised and stick to it!

Course Content

Introduction

Time - a key resource
The productivity gain
Speculate to accumulate

Assessing your Situation

Your current working practice
Plan and set objectives
Spend time to save time
Be prepared to say 'No'
Work smarter not longer

Getting Organised

Work to a plan
Grouping tasks
Use your diary effectively
Clear your desk
Use a 'document parking' system
Make use of checklists

Controlling the Time Wasters

Don't put off things that are hard
Don't avoid things you don't like
Beware of your favourite tasks
Handling interruptions
Getting through on the phone quickly
Effective use of e-mail

First things First

Make the miscellaneous a priority
Schedule backwards
Set realistic deadlines
Eliminate the unnecessary
Be confident of your priorities



Controlling the Paperwork

Aim to minimise paper work and handling
Make a habit of brevity
Minimal memos
Do not let files and filing waste time
Do not put it in writing or write faster
Use the rubbish bin

Working with and Controlling Others

Socialising and informal contact
No conflict - no wasted time
Clear instructions
Don't do it - delegate
Swap tasks to save time
All about meetings

Away from the Office

To travel or not to travel?
Plan when to go and the journey
Use travel time constructively

Related Courses

[Assertiveness Skills](#)

[Communicating Effectively](#)

[Project 2010 / 2013 Level 1](#)

[PRINCE2™ Foundation & Practitioner](#)

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- Comprehensive course manual and exercises
- Lunch and refreshments when training is delivered at our training venue
- Relaxed refreshment area at our training venues