

Start Using Your Time Effectively

Programme Outline

Who can benefit?

Delegates who wish to make themselves more effective through efficient and focussed use of their time.

Course Objectives

- Identify current time usage and abuse
- Develop a personal plan to maximise use of time
- Find solutions to 'time waste' problems
- Reduce wasted time in meetings

Course content

- Importance of managing time effectively
- Time management analysis
- Time wasters
- Prioritisation and delegation techniques
- Stress management

Course Duration

1 day

Pre course preparation

Delegates will be requested to complete a time log to review in session