

# Time Management

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Good time management is crucial for personal effectiveness, enabling staff to achieve more in both their jobs and careers. This course teaches delegates how to plan and prioritise, and avoid time wasters.

By the end of the course delegates will be able to:

- understand and apply the principles and techniques of good time management
- prioritise tasks and objectives, and plan their time accordingly
- identify and avoid 'time bandits', or limit the effects of these on productivity
- understand their own personal organisation style and identify areas for improvement
- delegate more appropriately and effectively

The course includes:

- clarifying work objectives and planning and prioritising them
- differentiating between important and urgent task
- improving communication skills and delegating effectively

- identifying everyday time wasters
- developing strategies to improve productivity

This course is suitable for supervisory, managerial and professional staff who need to maximise productivity at work through personal effectiveness and through others.

Duration: 1 day - Intensive course

