

Time Management

Take charge of your day and respond productively to changing priorities. Reduce stress and improve efficiency.

Who is it for?

This course is valuable for anyone who feels they need to prioritise, respond to changing priorities and react assertively when others place demands on their time.

What is it about?

Have you ever felt overwhelmed by how much you had to do, or felt you were working hard but not really achieving very much? This course lets you regain control of your workload by managing yourself and others more intelligently. You will learn how and when to say no, how to prioritise effectively and, most importantly, how to sustain these improvements over time. You'll leave with a clear plan and the tools to make immediate, lasting improvements back at work.

What will I get out of it?

- ▶ Techniques to uncover those lost hours and minutes.
- ▶ An understanding of your own productivity schedules and patterns
- ▶ An understanding of how to delegate to others so you can finish the jobs that really matter.
- ▶ The golden rules for saying “no”.
- ▶ Assertive techniques to manage interruptions and handle disruptions.
- ▶ The ability to analyse and combat the factors that sabotage good intentions.
- ▶ An action plan to encourage self-discipline and sustained improvements.
- ▶ The motivation to make it happen.

Would you like to attend this program?

- ▶ For maximum effectiveness, this program is best conducted as an in-house program.
- ▶ Ideal group size: 4 - 12 participants.
- ▶ **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- ▶ **Duration:** This program can be conducted as a one day.
- ▶ **Cost:** Price on request.