



**Please note** that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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## **Time Management**

**(1 day)**

*"They say 'Time is Money' – and yes, it really is!"*

### **Benefits**

Time Management skills are essential to your success. They enable you to become a more effective performer by identifying and focusing on the activities that give you the greatest returns.

### **Aim**

To investigate the rationale underpinning time management principles and to explore a number of practical techniques that will allow you more 'space' for success and achievement at work.

### **Objectives**

By the end of the training you will be able to...

- Identify a personal style of time management that will help you transform your working life
- Appreciate the importance of setting clear goals and objectives
- Understand that you are not superhuman and must set limitations on your time by prioritising and planning
- Apply work techniques to maximise the use of your valuable time

### **Content**

- The nature of time & the basic principles of time management
- Personal efficiency & effectiveness - how do they differ?
- Habits of effective time managers
- Don't plan to fail - the importance of setting goals
- Applying the Pareto Principle to prioritising
- Taking control of paperwork, the phone and e-mail
- Common time wasters (and what to do about them)
- How to avoid fire-fighting and panic situations
- Overview of basic planning techniques and methods
- The do's and don'ts of delegation
- Handling interruptions and procrastination
- Developing your own personal strategy and working philosophy