Open Event

Time Management *(1 day)*

"We are all equal in having 24 hours a day to use. However, those that make good use of this time have the edge and succeed with time to spare."

Benefits of attending this course…

You are under pressure to achieve. You have tight deadlines that must be met and many tasks to 'juggle'. Where do you start? How will you stay in control of your workload and yet find time for life outside work?

This hands-on programme will help you address these issues and make better use of your precious time.

Who is it for?

Anybody who is under pressure to succeed and who wants to get more done with less effort.

Objectives

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

- Identify a personal time management strategy that will help you transform your working life.
- Handle interruptions, avoid procrastination, and prioritise your work more effectively.
- Complete key tasks on-time, through proper planning and delegation.

Content

- ✓ Seven common time wasters (and what to do about them).
- ✓ Using a daily time log to record progress (and distractions).
- ✓ How to be both efficient and effective (including analysis of your key tasks and responsibilities).
- ✓ Achieving a satisfactory work-life balance.
- ✓ Taking control of paperwork, the phone and e-mail.
- ✓ The do's and don'ts of effective delegation (including useful assertiveness techniques).
- ✓ Using Next Action Steps to progress larger tasks and projects.
- ✓ Handling interruptions and procrastination.
- ✓ Prioritising work effectively (so everything gets done).
- ✓ Developing your own personal 'system' that works for you.

Timings & Venue

09:30 to 15:30
(with 40 minutes for lunch)

Paulton House
Old Mills
Paulton
Bristol
BS39 7SX

Accelerated Learning:

"We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions."

What's Provided?

Free Parking
All-day refreshments
Lunch
Reference Notes
Support

solutions@ttsweb.co.uk
www.ttsweb.co.uk
0117 9022 845