

Effective Time Management

Course duration/times

One Day

Why attend?

Many people in business have more and more demands put upon them. If you feel you are losing time and just not fitting everything into a day or a typical week, then this is the perfect course for you to attend.

Who should attend?

Anyone within the work place, particularly managers, sales professionals and office personnel

Topics covered

- Identify time stealers
- What is effective time management?
- Strategies to plan and manage time effectively
- Deal with interruptions from people
- Ideas to manage your time well
- Making more time

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

- Identify where their time goes
- Recognise their ability to manage time well
- Implement simple and easy disciplines to use their time wisely
- Learn to manage interruption well and with confidence

Extra encouragement

If you find yourself working late and really feeling like you're struggling to cope and on top of that really can't say "No" to anyone or anything, then this is the course for you. Everything you will learn can be implemented immediately back into the business and you will, in return, gain many more hours in your working week and start to enjoy work a whole lot more.