

Time Management



Programme Aim

- This programme was designed to help participants plan and use their working time more effectively and focus on the key areas in their work life that help them get the results they desire.

Programme Outline

- Review of Working Time, day/week/month
- High Value V's Low Value activities
- Planning Your Time
- Establishing Clear Goals & Objectives
- Managing Your Meetings
- Managing Your Work Environment

Programme Overview

- Assessment of their personal work pattern
- Analysis of daily time
- Prioritising their tasks
- Setting SMART objectives
- Setting short, medium and long term goals
- Role Play - handling interruptions and saying "No"

