

MANAGEMENT: Manage Your Time

Course duration: 1 day

Who should attend:

This course is valuable for anyone who wants to improve their productivity by managing time more effectively, and for those who wish to develop more balance and control over their time commitments.

Course benefits:

The productivity of individuals and organisations depends on their ability to manage time efficiently and effectively. In this course you gain the practical skills to develop and implement a framework for successful time management. You will be given tools and techniques to make day to day choices about managing your time and achieving your goals.

What you will learn:

- Understanding time
 - Analysing time
 - Analysing the use of time
 - Assessing your ability
- Planning for success
 - Analysing your goals
 - Working out priorities
 - Assessing work patterns
 - Using time planners
 - Thinking positively
- Making instant changes
 - Clearing your office
 - Filing paperwork
 - Avoiding interruptions
 - Filtering information
 - Working with others
 - Making phone calls
 - Taking phone calls
 - Reading and writing
 - Using technology
 - Holding meetings
 - Travelling for work
 - Scheduling time off
- Managing the time of others
 - Communicating well
 - Delegating effectively
 - Managing colleagues
 - Managing your manager