

Time Management

Overview This programme is about the application of best practices, principles and concepts in effective Time Management. This key area can improve your ability to get things done.

High-level aims are to :

- Analyse their current allocation of time.
- Prioritise key areas for action.
- Discuss and decide on effective systems.
- Consider the effect of delegation
- Discuss the benefits to the organisation and you in proactively managing your time.

Interactive content with strong focus on delegate contribution and work based practical application of key learning's.

Content What is time ?
5 Key problems
Time Logs
Prioritisation – Urgent or Important ?
Work life Balance ?
Key time wasters and appropriate actions
Effective Delegation
Being Organised
Technology
Review and Commitments

Duration 1 Day

Location Flexible



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