



time to shine

TIME MANAGEMENT

Course Objectives:

With the accelerating change of the twenty-first century, time management skills are at the top of the personal development tool kit. This course is designed to give participants the tools, techniques and motivation to take greater control and responsibility for how they use their time.

In addition it relates effective time management to the achievement of business objectives, key tasks and jobs. Consideration is given to time management issues, personal effectiveness and self-assessment. Delegates will be introduced to the concept of urgent versus important, dealing with interruptions, multi-tasking effectively and managing the time of others who report into them.

Course Topics:

- Maximising Personal Effectiveness
- Setting SMARTER work based goals & objectives
- Managing your workload & diary using EROS
- How to prioritise effectively: Important vs. Urgent (The Prioritisation Matrix)
- Managing interruptions and handling disruptions
- The key skills and behaviours of effective time management
- How to delegate to maximum effect
- Self discipline in time management – breaking out of your comfort zone

The course is designed to give delegates the tools, techniques and motivation to take greater control and responsibility for how they use their time. In addition, it relates effective time management to the achievement of business objectives, key tasks and jobs. We will establish the importance of self-assessment related to time management & personal effectiveness and how to ensure the increasing demands of our roles do not jeopardise our ability to achieve our goals and targets and a reasonable, healthy work/life balance