Effective Time Management

Objectives :

Time is a limited and expensive resource, it is irreplaceable and irreversible. In today's busy business world, it is vital for successful people to manage their time effectively by planning and prioritising their workload. This course is designed to relate effective time management skills to the achievement of business objectives and key tasks.

Prerequisites:

Delegates will identify their personal development areas through self assessment, will learn to plan and prioritise tasks, manage interruptions and delegate work effectively. Organisations skills are also assessed and practical ideas introduced.

Duration: **One Day**

Additional Information: Course content can be tailored to clients specific needs

Course Contents:

• Managing yourself and the resources at your disposal

• Defining your objectives

• Setting clear goals

• Establishing responsibilities and priorities

• Analysing work behaviour

• Prioritising tasks

• Effective Delegation

• Managing Disruptions

• Managing Meeting

• Planning and scheduling activities

• Organisation skills

• Personal action plans