Time Management

This is a practical 1-day course where you’ll learn to analyse your current use of time, recognise your key accountabilities and value-adding tasks. Back at the office you’ll be able to manage interruptions and other time stealers more effectively.

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| **Who should attend?**Line managers responsible for their own work and the effective performance of others, and individuals that have to multi-task and prioritise their workload.**Course Benefits**By the end of the Time Managementcourse you will be able to recognise what prevents you from making the best use of your time; make necessary long medium and short term plans to help schedule and organise activities; manage your 'To Do List' effectively; control interruptions so they have limited impact; recognise and manage common time wasters. **Programme Content****Time Management Awareness*** Sources of problems in time management
* What is time management
* The Pareto principle
* Working smarter not harder
* Time management archetypes
 | **Planning Disciplines*** Key result areas
* Analysing the time diary
* Identifying the changes to be made

**Prioritising the Workload*** The ABC analysis of time
* Making a To-Do list
* Urgent versus important
* The optimum time factor
* Choosing the appropriate time of day for jobs
* “Block time”
* Planning & scheduling jobs

**Communication in Time Management*** Effective questioning technique
* Active listening skills
* Assertiveness

**Time Management Techniques*** The art of delegation
* Dealing with time wasters
* Practical tips for saving time

**Action planning** | **Contact information****Jeanette Lonsdale****HR Consultant****First Call HR****Tel: +44 (0)7917 333999****Tel: +44 (0)1295 720988****Email: jeanette@firstcallhr.com** |