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** |