

## Managing Your Time Effectively

### Helping you to maximise your impact ...

The productivity of individuals and organisations hinges greatly on their ability to plan and manage time efficiently. During this 1-day workshop, you will gain the personal insight and practical skills to develop and implement successful time management techniques, which will enable you to achieve your goals more effectively.

The workshop is suitable for anyone who wants to increase their productivity by proactively choosing how and when to invest their time and those wishing to develop more balance and control over their time commitments. It is both an informative and interactive session where you will have an opportunity to practice many of the techniques covered.

On completion of the workshop you will be able to :-

- Identify problems that impact on your current use of time
- Recognise the value of setting clear goals
- Apply effective time management techniques
- Take responsibility for organising your time



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### Course Content

#### MORNING

##### Personal Time Challenges

- The 7 Wastes of Time
- Personal Time Log Analysis
- What's Stopping you Exercise

##### Time Management Principles

- Establishing your Purpose
- Tasks
- Scheduling

#### AFTERNOON

##### Time Management Techniques

- Managing Time Bandits
- Prioritising
- Delegating

##### Managing Yourself

- Desk Management
- Stress Management
- Procrastination
- Breaking Habits

