

Course overview:

Time Management Skills

(C402eng)



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Overview and objectives

Time Management skills are needed in any business environment where individuals have the choice on how to allocate their working day. Essentially it is not time that needs managing, but working priorities. This 1-day course is designed to enable individuals, through a series of exercises and inputs, to gain better control over their working lives and hence also their private lives.

Who should attend?

Anyone needing to manage their time and work patterns better in order to be more productive during their working hours.

Time Management Skills

- Course Objectives

Business Patterns

- Response Times

Goals, Objective, Priorities and Tasks

- Goals • Setting Objectives • Identifying Priorities • Key Tasks • Work Patterns and Prioritising Tasks • Work Patterns • Prioritising Tasks • Diary Management

Talents

Positive Affirmations

Techniques for Making Life Easier at Work

- Diary Management • List Management • Meetings Management • Telephone Management

Stress

- Causes of Stress • Stress and Personality • Stress Signals • Stress Avoidance • Choosing Relaxation Exercises • Head and Neck Exercises • Neck and Shoulders • Backstretch

Time Thieves

- Telephone Time Thieves • Meeting Time Thieves • Priority Time Thieves • Communication Time Thieves • Delegation Time Thieves • Crisis Time Thieves • Indecision Time Thieves • Drop-in Time Thieves • Software Time Thieves

Golden Rules for Time Management

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