



Time Management

"Don't agonise, organise"

- Florynce R Kennedy



Learning with a difference...

Benefits

- Utilise the time available to you and create more quality time for yourself
- Work in a more organised and efficient manner
- Set clear goals for yourself and become more effective
- Get a sense of achievement by identifying and managing task priorities
- Reduce the frustrations that come with poor planning and organising
- Increase energy levels by taking control
- Lower stress - feel happier and healthier

Course content

- Recognise the importance of good time management and organisational skills
- Learn how to plan and prioritise your workload to achieve balance and results
- Discover the 5D's of decision making
- Plan your time effectively
- Set meaningful tasks and goals
- Identify and overcome timewasters
- Tips to beat procrastination
- Explore your choices in dealing with stress

Maximise your time through investing in your understanding of practical prioritising methods to help you work smarter, not harder, whilst also taking control of your workload.

Course overview

"Time waits for no man" was cited in the Medieval play, Everyman. No truer now than in the 21st century as our precious time is "taken up" with so very many activities. Although time is uncontrollable, there are many actions we can take to regain control of our workload.

Understanding what is urgent and important – and what is not – will make the difference in how effective you are. Taking control of your workload, rather than simply juggling a multitude of tasks, and managing the interruptions that steal time.

Some feel that others are responsible for the time we lose in our working day but we must recognise what we can do to minimise the effect. Learn how to practically apply techniques in the workplace and make the best use of your time to increase your work capacity.

Duration

1 day
09:30 - 16:30

Book Now

Call our Sales team on
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

"The good life is inspired by love and guided by knowledge"

- Bertrand Russell

Other courses we offer

- Effective Business Writing
- Stress Awareness
- Communication Skills

What our customers say about our courses

"A real time saving course, full of great ideas"

"I now have control of my workload and more time for my family"



People Productivity &
Specialist IT Training



Trelawn House, 34 North Bar
Banbury, Oxfordshire, OX16 0TH
Telephone: +44 (0)1295 - 253 253
Fax: +44 (0)1295 - 253 255
Email: sales@baselinegroup.co.uk