

Effective Time Management

Overview

Great time management is one of the most vital skills we can develop. We are all constantly faced with the issue of managing our time effectively. Do you ever wonder where the day went? Have you ever worked none stop, but never crossed anything off your “to do” list? Ask anyone in business what their greatest challenge is and they will reply “time”. This workshop is designed to help you learn how to regain control of your workload by managing yourself and others more effectively.

Workshop content

This workshop will share a series of practical tools and techniques which could make your life a whole lot easier. Learn the tricks of the trade for managing your time effectively. This is a fun, inter-active time management workshop, developed using accelerated learning techniques. Recognise “time bandits” and the strategies to beat them. Understand how the brain works, the different functions and capacities. You will leave with a clear head and the tools to make immediate, lasting improvements back at work.

Target audience

This workshop is valuable for anyone who feels they need to prioritise, respond to changing priorities and react assertively when others place demands on their time.

Section 1 The challenge that is “Time”

- Define your Challenge
- Understand the Challenge

Section 2 The brain

- Understanding the brain
- Personal time management - goal setting

Section 3 The tools

- Environment
- Effective prioritisation
- Breaking down goals
- Dealing with Time Bandits

Section 4 Practical application and review

- Hints and tips
- Action Plans