

Training MK Limited

Time Management - 1 Day Course



This course is designed for those delegates who wish to improve their ability to make effective use of their work and personal time. We examine techniques and skills to structure the working day in order to feel more in control of our time whilst managing tasks to help achieve a work/life balance.

On completion of this course, attendees will be able to plan and prioritise their time and identify what is really important in terms of work and life in general. They will examine how to set goals and plan their time whilst managing pressures and distractions.

How do you manage your time?

- Habitual tasks and choices
- The Pareto Principle (80:20 rule)
- Procrastination, and how to overcome it
- Motivating yourself to complete tasks

Where do you want to be?

- Setting objectives and goals
- Personal vs. business goals
- Identifying 'time thieves'

Prioritising

- Setting up for efficiency
- What's really important?
- Important vs urgent tasks
- Making lists
- How to 'de-clutter'

Evaluating your use of time...

- Scheduling time for 'you'...
- Daily and Weekly reviews
- Keeping a time log
- What are your 'time wasters'?
- Dealing with interruptions