

TIME MANAGEMENT

LOCATION	DURATION	No. of DELEGATES	COST per person
Off-site	2 days	4 -16	£500.00

This course will raise your awareness of the importance of time management, increase your ability to do it and build your professional credibility by learning how to keep the agreements you make with others

OUTLINE

Being able to manage your time is a more crucial skill than it has ever been. Demands and pressures on individuals, teams and organisations are heavy and increasing. This causes more strain, sickness, stress and dysfunction. As a direct consequence the amount of time wasted is staggering. If this time lost, wasted, stolen and frittered could be computed and entered on organisations' balance sheets it would quickly become apparent how huge amounts of money are being thrown away. But, as everyone is exhorted to work faster, smarter and with fewer resources, the problem is likely to increase.

Individuals fail to manage their time effectively for a number of reasons: they lack the skills, they think they do not have the time, they are not set good examples by their peers and superiors, they are not motivated to do it, there are no sanctions or discipline when they fail to do it, we live in cultures where lack of punctuality and mismanagement of time is expected and accepted, they don't notice how bad they are at it, they don't care.

Effective individuals manage their time. Full stop.

AIM

To enable you to manage your time more efficiently.

OBJECTIVES

- To understand how important time management is.
- To acknowledge how poor time management erodes your professional credibility.
- To identify where you are losing and wasting time and where you can save it.
- To outline practical steps you can take to improve your time management.

OUTCOMES

- Make realistic and achievable agreements with regard to time.
- Be noticeably and consistently more punctual.
- You will plan ahead how to use your time and allow enough time for achievement.
- You will actively support and challenge your colleagues in their time management.