



TIME MANAGEMENT TEMPUS FUGIT!

Overview

There simply isn't enough hours in the day. Increasing workloads, tight deadlines, managing up, down and across...does this sound familiar? The difference between whether we sink or swim comes down to how we manage time.

Time management is a vital skill in the modern working world. As much as we'd like to pause or rewind time, unfortunately we can't. We can however learn to plan and manage ourselves and maximise the use of our time whilst maintaining that all important work-life balance. Being able to manage our time more effectively allows us to work smarter, not harder, feeling more motivated and engaged to deal with our day to day pressures and demands.

During this interactive session delegates will look at how they plan and organise their day and manage their time between the variety of activities dealt with on a daily basis. Together we will explore how to improve time management, take greater control and increase productivity and wellbeing.

Format

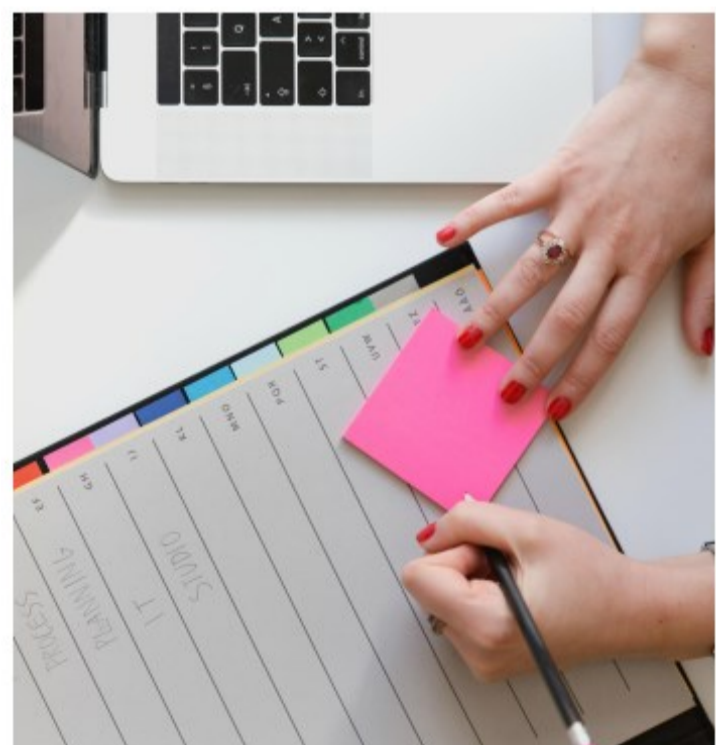
- Half day, face to face session
- Learning takes place through a mixture of presentation, discussion, group and individual activities

Course Structure

- What is Time Management?
- Tips & techniques for managing the in-tray
- Working smarter not harder
- Identifying the time takers
- Spotting the barriers to time management
- Managing self and others
- Links to stress & wellbeing

Suggested Audience

The course would benefit anyone who has a multi-dimensional role and demanding workload.



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*Better three hours too soon, than one minute too late. -
William Shakespeare*

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