



# TIME MANAGEMENT

SOCRATES ACADEMY

*Are you focused on your highest priorities?*

*Do you know what matters most to you and your colleagues?*

*What would a 1% Improvement in productivity mean for you?*

## Approach

This programme is designed for anyone who wishes to measurably improve their personal and professional productivity.

We take a practical approach to this programme, sharing best practice and helping people make choices. The programme has many exercises where participants interact with one another, in discussion sessions and structured activities. There is also time set aside for personal working and reflection. We encourage participants to bring their own challenges to the table, and work on them throughout the programme, enabling real solutions to emerge.

## Topics

- Principles of Time Management
- The CHC Pyramid
- Planning to Succeed
- Tools to Succeed

## Training Objectives

1. Identify strategies for gaining greater control over your life and time.
2. Identify what motivates you to act.
3. Identify the key skills to develop your effectiveness.
4. Determine the best tools to help you improve your productivity.
5. Measureable improve your effectiveness

## Duration

One Day

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: [info@craighilesconsulting.com](mailto:info@craighilesconsulting.com)



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## Programme Schedule

### One Day

#### Introduction & Welcome

- Programme Objectives
- Personal Objectives
- The Time Management Paradox

#### Principles of Time Management

##### The CHC Pyramid

- Culture
- Purpose & Values
- Actions & Behaviours
- Results

#### Planning to Succeed

- Barriers to Planning
- Roles, Goals & Tasks
- Prioritising

#### Tools to Succeed

- Daily Plan
- Weekly Plan
- Monthly Plan
- Annual Plan

#### Personal Action Planning

Reflection, Discussion & Action

“Decide what you want,  
establish your priorities  
and go to work”  
– H. L. Hunt

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