

TIME MANAGEMENT SKILLS

Learn the best ways to manage priorities, meet deadlines and keep a work-life balance

Overview

This highly practical and interactive training course brings time management to life. It does this through short and interactive presentations, practical exercises with lots of tips, tools and techniques.

- Managing priorities and structuring your day.
- Dealing with distractions and being more focused.
- Goal setting, work-life balance and overcoming procrastination.

Key learning points

- Key principles of managing priorities, meet deadlines and get 'everything' done!
- How to say "no" nicely: Managing expectations, resisting manipulation and staying in control.
- Proven techniques for structuring your day, week and normal routine.
- Gain an hour of productive time by overcoming the causes of poor time management.
- A seven-step process for setting goals and objectives in your work and personal life.
- Be able to spot and deal with procrastination – in yourself and others.
- Using the science of focus.
- Practical ways to improve your time management and work-life balance.



How you will benefit

Most people can benefit from implementing new ideas and changing the way we work. This course contains many of the best time management techniques.

About the trainer and course format

This course will be delivered by an experienced trainer with a real expertise and knowledge of the subject. The course will be informal, engaging and include many practical activities.

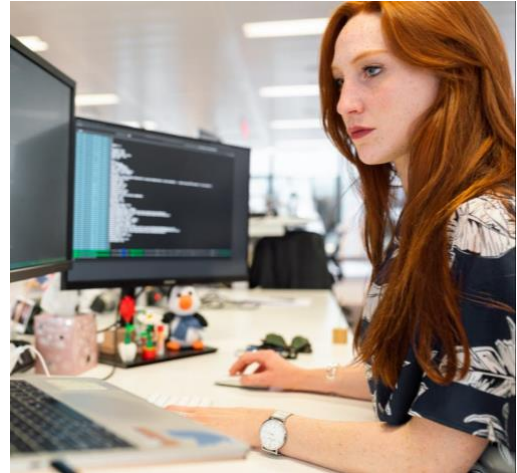
Live online one-day training course: price: £95 plus VAT per person.

£195 per person for one-day classroom workshop, minimum three participants, plus travel.

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Time Management: Course Outline

- ✓ Two 90-minute modules live online or one day on-site workshop
- ✓ Sixty-minute eLearning module.
- ✓ Expert trainer with a real knowledge of time management skills and techniques
- ✓ Training manual for reference.



Key principles of working smarter

- Course objectives and review of time log
- Essential principles of time management

Managing priorities and planning systems

- How to prioritise your workload using key criteria
- How to use priority ratings not urgency to react to tasks

Goal setting

- How to set and use goal setting as way of managing your time and increasing results
- The principles of linking SMART objectives to action plans and daily activities

Creating focus – every day, week, and month

- How to stay on track in the age of distraction
- Applying the Pareto (and other) principles to everything you do

Dealing with distractions

- Know your time 'bandits' and creating more positive habits to overcome them
- Making time by saying 'no' assertively (even to the boss or a customer)

Overcoming procrastination

- Understanding procrastination, what it is and how to recognise it in yourself and others
- Twelve ways of avoiding, reducing and dealing with procrastination

Structuring your day

- Taking control of your time – proven techniques that work
- Practical solutions for improving your work-life balance

Action Planning

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