

## **Time and Task Management** – establishing new ways to prioritise and hence to work more efficiently and effectively.

### **Summary**

Many individuals spend their days in a frenzy of activity but achieve very little. Personal time management is an essential skill for all effective people and is a process designed to concentrate effort on the things that matter most. Perfecting the skills of good time management will enable participants to regain control of workload, reduce stress in the workplace and begin to concentrate on results, not just on being busy. By better understanding the golden rules for good time management participants will be able to function exceptionally well, even under the most intense of pressure.

### **Target Audience**

This program is suitable for all those that have a desire to better manage time.

### **Prerequisites**

None

### **Objectives**

- Analyze how time is currently spent using Task Logs.
- Identify those activities which 'steal' time.
- Establish ways of reducing 'time wasters'.
- Establish methods and techniques for self organisation.
- Establish methods and techniques to organize others.
- Develop and review personal action plans.

### **Key Learning Take-Aways**

- Participants will be able to make a connection between good time management and effectiveness in the workplace.
- Participants will have an action plan for effective time management.
- Participants will understand the golden rules of good time management.

### **Course Duration**

This course is a 1 Day, instructor-led, classroom-delivered workshop.

For more information on this program please contact John Marrow  
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