



## **Time Management**

It can be so difficult managing your time effectively. How often do you wish there were 26 hours in a day? Today's expectation for everyone to be available 24/7 whether through mobile phones, social media, email, conference calls etc, means that very often you can lose sight of the ability to balance your working day. .

Proactively organising your workload effectively rather than constantly fire-fighting and having to react to events, you can retain control of your time which is better for both you personally and your business role.

This one day course will provide practical advice and guidance on regaining a control over that precious commodity – your time - and avoid the stress poor time management engenders.

### **Course Content**

- Identify where time is wasted and taking action to avoid this
- Using electronic devices to plan your day
- How to prioritise your work effectively
- Proactive tips on avoiding constant 'fire fighting'
- Delegating effectively
- How Emails and meetings can work for you in making the most of your time
- Develop personal goals and objectives
- Dealing with interruptions that impact on your time

### **Who should attend?**

Whoever you are in the business, being able to proactively and assertively manage your time to best effect will aid you in your role.