Course Profile

Course Name: **Time Keeping and Prioritisation**

Overview

We cannot control time. However, we can use the time we have more effectively to accomplish results that make a difference. This course will help you to identify your key time management issues and develop strategies to enable you to make the best use of the time available.

Who is it for?

This course is ideal for all staff who wants to prioritise more effectively and respond rather than react to demands on their time.

What will I learn?

By the end of the course you will be able to:

- Set realistic and achievable goals
- Manage priorities under pressure
- Structure work in a systematic way to meet deadlines
- Influence others who impact upon your time
- Use tools and techniques to handle disruptions

What will it cover?

Managing your own time
- Looking at how you use your time
- Analysing your goals and planning to achieve them
- Working out your priorities and understanding the difference between important and urgent
- Identifying your patterns of behaviour
- Managing stress in a positive way

nfluencing others who impact upon your time
- Delegating effectively
- Communicating clearly
- Saying 'No' when appropriate
- Making goals achievable
- Managing your manager

Tools and techniques
- Maintaining a system that works for you
- Mastering your 'to do' list to achieve results
- Recognising 'time stealers' and dealing with them constructively
- Managing your phone and emails

Course features:

The course is highly interactive, with plenty of opportunity for discussion and practice. Delegates will be encouraged to share their experiences and work through individual issues in a safe environment.

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