

Time & Self-Management

Who would benefit from attending?

Senior staff and Managers who have many tasks demanding their attention, and who need to juggle conflicting priorities.

You may well feel that you are constantly firefighting, that there is too much to do, or that you are not really achieving tasks at work which you would really like to have time to do.

Key Benefits:

1. The ability to identify your personal priorities.
2. The ability to recognise how the time in your day slips away.
3. The ability to organise yourself and others.

Course Content

The course is packed with practical tips and ideas:

- Prioritised “TO DO Lists – How to construct and use them effectively.
- How to use the difference between Urgent v Important.
- How to develop your own personal organisation system.
- Fitting email into your system.
- What to delegate.
- Breaking down large tasks into manageable chunks.
- How to avoid paralysis by perfection – Pareto Principle, the 80:20 Rule.
- Cluttered Desk Syndrome. Why an issue and how to kill it.
- How to adopt Key techniques to avoid crises.
- Visitor interruptions –dealing with time wasting ones.
- The all-important telephone - How to structure and make calls faster.
- Solutions to Indecision and Procrastination.
- How to work out what is **your** Prime Time and effectively use it.
- The implications of being a Starter or a Finisher.
- Using personal programming to face unpleasant tasks.
- When and How to say No and when not to.
- How to react positively to setbacks.

Delegates will have the opportunity to complete a Personal Work book to record how techniques relate to them personally, and a one-page “at a glance” summary of the topics covered.

