

# 1 Day Time Management

## Introduction

*Are you always in a rush and feel that you are running out of time?  
Do you tend to work in a mess because you are so busy?  
Would you like to save 10 to 20% time each week enabling you to be more effective?  
Would you like to feel more in control and suffer less stress?*

This practical, one day course builds on whatever time system people are currently using and allows them to get more out of it. Contents will be tailored to meet company's specific organisational needs.

## Who Should Attend

This course is perfect for anyone wanting to improve their Time Management skills in the workplace. It will look at you and the way you work and offer solutions to barriers that will ultimately result in improved efficiency.

## Course Objectives

- To identify the problems of poor time management
- To recognise the principles that enable good time management
- To recognise your own time management style and that of others and have strategies that work for you not against you
- To review the tools and techniques that can be employed and discuss the appropriateness of each in relation to one's own work place
- To produce an action plan to implement skills learnt

## Content Summary

- Introduction
- Self diagnosis
- Key principles
- Tools and techniques
- Planning and prioritising
- Organising yourself
- Time for others
- Time to change
- Common problems and tailored solutions
- Action plan

## Style

The day will be structured with a mix of theory, demonstrations and hands on by delegates. All delegates will be given supporting material.

## How to book

Call the office on **023 9225 5232**

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