

MAXIMISE YOUR TIME - GET MORE DONE



Module One - Concepts & Principles

- ▶ What is Time Management?
- ▶ Symptoms Something is Wrong
- ▶ Efficiency Vs Effectiveness
- ▶ Time is Money
- ▶ The 80:20 Rule
- ▶ What are you Trying to Achieve?
- ▶ Setting Goals & Objectives
- ▶ Working Smarter not Harder

Module Two - Prioritising Your Workload

- ▶ Planning Disciplines
- ▶ Master Lists, Daily Lists, To Do Lists
- ▶ Activity Logs
- ▶ Analysing your Time
- ▶ Urgent vs Important
- ▶ Planning, Scheduling & Habits

Module Three - Assertive Communication

- ▶ Overcoming Communication Barriers
- ▶ Effective Questioning Techniques
- ▶ The Art of Listening
- ▶ Applying Listening & Questioning Skills
- ▶ Assertiveness
- ▶ Rights & Responsibilities
- ▶ Styles of Assertion
- ▶ Eliminating Padding & Using Core Phrases
- ▶ Combination Assertion
- ▶ Responses to Typical Situations

Module Four - Managing Demands

- ▶ Saying "No" to Jobs that Aren't Yours
- ▶ Managing Interruptions
- ▶ Fix your Phone Calls & Handle Email
- ▶ Controlling Your Colleagues & the Boss
- ▶ Dealing with Crises
- ▶ Working Within a Team
- ▶ Delegating
- ▶ Time Management for Meetings

Module Five - Managing Yourself

- ▶ Knowing How to Begin
- ▶ Waiting Time & Transition Time
- ▶ Set an Example
- ▶ Clear the Clutter
- ▶ Practical Time Management Tips
- ▶ Action Planning - The Next Steps

Course Duration: 1 Day

Price Per Delegate: £345
(Public Scheduled Course)

Price Per Course: £1,245
(On-Site at Customer Premises)

Suitable For:

Anyone who considers there are 'never enough hours in a day' will benefit from this 'common sense' approach to time management.

Learning Outcomes:

This course explores how to recognise priorities and effectively plan and schedule your workload. Strategies for coping with common time-wasters and interruptions are addressed, as well as a wide array of time saving techniques for the individual.