



Call 0800 112 3034 for bookings and information.

Time Management

This course will benefit anyone who thinks that “there are never enough hours in a day” and wants to find a common sense approach to time management. The course encourages delegates to look at their own management of time to see how this impacts on their working practices. Delegates are then shown planning techniques and how to manage interruptions before identifying tips that will help them in the workplace.

Module One - Time management awareness

- The impact of poor time management
- Why we have problems with time management - where is our focus?

Module Two - Planning and Prioritising

- Identifying the difference between proactive and reactive working
- Key result areas
- How to plan and prioritise
- Setting SMART objectives

Module Three - Managing Interruptions And Communication Skills

- How much is your time worth?
- Dealing with ‘time bandits’
- Using assertive language and body language to manage situations
- Learning to say ‘no’

Course Duration	1 day
Course Cost	£230
Certification	Attendance Certificate