

## Overview

Learn the basics of time management so that you can free up more time to do the things that will have the biggest impact in & out of work. Find out how to prioritise work, deal with time stealers and delegate effectively. This course ensures you will save time and become more efficient & effective at work.

## Who is it for?

Ideal for busy individuals who have large workloads where multi-tasking is required. Ideal to learn organisational skills and how to overcome “fire-fighting” tendencies so you can focus your time and energy in the most cost-effective areas.

## Course content to include...

- How to manage your time effectively
- Simple, easy to use techniques for prioritising tasks
- To-do lists & how to use them
- Identifying classic time stealers and how to overcome them
- Combating procrastination
- Effective delegation & management of others
- Goal setting & importance of SMART
- Clarity model
- Monkey management

## By the end of the course learners will be able to...

- Demonstrate effective prioritisation skills
- Increase focus to deal more effectively with interruptions and distractions
- Balance work and personal life to reduce stress and increase effectiveness

“Good overview of time management, learnt lots, good fun and easy to implement.”

