

Effective Time Management



Workshop Content:

This half day Effective Time Management workshop will review the following:

- **Why do we need to manage our time effectively?**
- **How good is your time management?**
- **Key steps to effective time management**
- **Identifying time stealers and how to deal with them**
- **Improving email habits**
- **Improving meetings**
- **Avoiding micromanagement**
- **When to say “No”**
- **Top time management tips**

The workshop is designed for active participation with various breakout exercises. All attendees are encouraged to fully participate and contribute to the activities undertaken.

Duration: Half Day

Introduction:

The productivity of individuals and organisations hinges greatly on their ability to plan and manage time effectively. An effective person will use their time appropriately, minimise disruptions and avoid procrastinating. Demonstrating effective time management skills will enhance your reputation as a credible professional at work, help reduce your stress levels, help improve your work-life balance and help you cope with change better.

The Effective Time Management skills workshop focuses on enhancing people's skills in managing their time more effectively. Participants will learn how to better organise themselves, set their priorities and be more focused and productive at work.

Course Aim:

To enable participants to identify and adopt skills and habits that will allow them to make the best use of their time – planning, prioritising, having clear objectives and dealing with time stealers. Participants will gain practical skills and techniques to make better day-to-day choices about investing their time and achieving their goals and objectives.

Training Suitable For:

The course is suitable for anyone who wants to improve their time management skills on a day-to-day basis.

Learning Objectives:

- To understand the importance of time management
- To identify the various tools and steps that can be used to help you manage your time better
- To learn how to stop or avoid procrastinating
- To identify when it is appropriate to say “No” to others
- To identify time stealers and how to deal with them effectively
- To complete ‘activity logs’ and ‘to do lists’ to improve your time management
- To improve your email habits and make meetings more effective

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