



Effective Time Management

This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.

Duration: 1 Day

Audience: Individuals who wish to improve their organisational skills & maximise their working time

Course Topics:

- Time Management Problems
- The Effectives of Poor Time Management
- Time Management Assessment
- Managing Stress
- To Do Lists
- How can Personal Organisation works
- Why & How to Prioritise
- Managing Information
 - Post
 - E-mail
 - Telephone
- Delegating
 - Who, When, What & How
- Planning
 - Planning Process
- GOAL setting & Personal Action Plans

At Course Completion delegates will be able to:

- Understand the principles of Time Management
- What is Prioritising & what will it achieve
- Understand the disciplines required for Personal Organisation
- Understand what tools are available to assist in Time Management
- Create a Personal Action Plan
- Plan & Set Objectives

