

Effective Time Management

We all have the same amount of time – yet some people achieve more than others. This Workshop will help people identify their key priorities and put first things first, give them tactics for dealing with time robbers and fresh techniques for managing time.

WHO SHOULD ATTEND?

This Workshop is invaluable for anyone who wishes to gain more control over their time. It is also ideal for anyone who is feeling overwhelmed by the pressures of work or who feels that they are not achieving a balance between their professional and private life.

WHAT WILL YOU LEARN?

- Identify your key priorities
- Identify your time wasters and have strategies to avoid them
- Understand your peak performance times and know how to use them
- Discover fresh techniques for planning your time
- Work more effectively
- Have an action plan to improve your time management

COURSE CONTENT

- The 7 habits of highly effective people
- Putting first things first
- Strategies for dealing with time-stealers
- Managing people who impact on your time
- Creating new daily habits
- 8 top tips for managing your time
- Procrastination buster
- Using time planners
- Gold time planning
- Using time fillers

TRAINER

Carol Newland is an HR management and personal development consultant with over 10 years experience of change management. She runs her own consultancy working with groups and with individuals as a facilitator, trainer and coach. She particularly enjoys working with people who want to make changes in their lives.

COURSE INFORMATION

Venue: Chamber of Commerce, 53 Bugle Street, Southampton
Duration: 9.15am - 4.30pm

Lunch and course materials provided

RELATED COURSES

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