

# Time Management

A one day course, 9:30am to 4:30pm



## Related Courses

- Communication & Influencing Skills
- Speaker Coaching & Presentation Skills
- Time Management
- Your Reputation, Your Career
- Does my Career Look Big in This?

If you are interested in a bespoke version of this course, or a combination of any of our other courses, please contact us to discuss your requirements.

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## Introduction

Time Management is one of the hardest skills to master in business. Most of us do not even have the time to think about it! Those who work out how to manage their minutes always seem to be more effective. There is a direct relationship between the two.

Ask yourself, how much time do I spend busy being busy? Is there another way?

## Who Should Attend?

Directors and Managers who recognise the need to be aware of how they organise themselves – and others - is critical to their levels of performance and effectiveness.

## Benefits

This workshop will help participants

- Identify the effects of poor time management and its impact on stress;
- Improve the way you organise your day;
- Set priorities and minimise time wasting;
- Work smarter, not harder.

## Course Content

Participants will examine the following

- What does time management mean?
- Assessing your own work patterns;
- Sidelining stress and chaos;
- The impact of poor time management on others;
- Prioritising;
- Desk organisation;
- Dealing with interruptions;
- Developing thinking time;
- Dealing with time thieves;
- Delegation and monitoring;
- Keeping a time log.