

Time Management

Course length: 3 hours*

Course Code: 100594BT009

Benefits for the Learner

If you are sometimes frustrated by how little you achieve during the working day, your time management skills could need some attention!

This course will help you to analyse how you currently spend your time at work, show you how to free up time through delegation or re-scheduling, and help you to prioritise your work more effectively.

Benefits for the Business

This course will help your managers to avoid the harmful effect of “Time Thieves” such as telephone interruptions, unnecessary meetings, poor communication, procrastination, indecision and lack of planning.

It gives them the skills they need to become more efficient at managing their own time and that of their team. Net result? Your staff will achieve more during the working day and make a bigger contribution to the business.

What You Get From This Course

Having completed this course, you will be able to:

- Analyse how you currently spend your time at work
- Identify where you can free up time by delegating or re-scheduling
- Define effective objectives and monitor your progress towards achieving them
- Prioritise activities by assessing their urgency and importance
- Minimise interruptions to your working day

What Does the Course Cover?

- What is Time Management?
- Drucker's three-stage approach to time management
- The difference between urgency and importance
- Setting effective objectives
- Technique for minimising interruptions

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

*Courses are accessible for six months from the date of purchase.