

# Organising Your Time

**Course length:** 45 mins\*

**Course Code:** 103080BT027

**This course will help you to free up time within your day by giving you new skills to take control of your working environment.**

## Benefits for the Learner

The most effective people work from clear desks (a leading business guru once said that if you can see less than 80% of your desk, then you are probably suffering from 'desk stress'!) and actively minimise distractions and interruptions.

This course explores the importance of de-cluttering your workspace and the ways in which you can exert more control over the task flow that lands upon it.

## Benefits for the Business

Managers who have learnt to plan, delegate, organise, direct and control their use of time are likely to bring the most benefit to your business.

They work more productively, enjoy higher levels of job satisfaction and have a greater focus on business goals. This course is an ideal first step in bringing the personal and business benefits of effective Time Management to your business.

## What Does the Course Cover?

- Clearing the desk
- Cutting down the paperwork
- Setting up effective and efficient filing
- Reading and writing effectively and efficiently
- Taking control of the telephone

## How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

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