

Planning Your Time

Course length: 45 mins*

Course Code: 103080BT028

This course will give you new skills to plan your time more effectively.

Benefits for the Learner

Poor planning means the working day is all too often long, tiring and frustrating. All of us have the same amount of time – the difference between a good time manager from a poor one is the way they use this most precious of resources!

This course gives you valuable new skills to help you plan your time at work more effectively. You'll be shown how to set goals, prioritise tasks, avoid over-commitment and make the most of "prime time".

Benefits for the Business

A recent survey found that employers estimated employees wasted around one hour per working day as a result of poor time planning. In fact, research shows that poor planning led the average worker to fritter away 2.09 hours each and every working day!

This course will give your staff the tools they need to plan their working day more effectively. This will bring significant and immediate benefits to your business – increased efficiency, improved productivity and a healthier bottom line.

What Does the Course Cover?

- The problems people have with planning their time

Planning time through:

- Setting goals
- Defining, prioritising and scheduling tasks
- Taking advantage of 'prime time'
- Avoiding over-commitment
- Using a master planner/scheduler
- Organising a 'To Do' list

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.