

Dealing with Time-Wasting Situations

Course length: 45 mins*

Course Code: 103080BT029

This course will give you new skills avoid, or deal more effectively with, time wasting situations.

Benefits for the Learner

What are the biggest time thieves you face at work? The telephone? Interruptions from colleagues? Meetings? Dealing with e-mails? Clutter on your desk?

Time wasting situations eat up your time and keep you from focusing on what's really important. This course gives you the skills you need to recognize time thieves and deal with them effectively.

Benefits for the Business

The results of a 2005 survey into personal productivity at work make grim reading for business owners! People who took part in the poll worked an average of 45 hours per week; they considered about 17 of those hours to be unproductive.

This course gives your managers new skills to help them boost their productivity and increase their effectiveness. It highlights the key areas where time is wasted at work and delivers proven techniques for eliminating them.

What Does the Course Cover?

- Avoiding procrastination
- Avoiding crisis management
- Effective delegation
- Assertiveness
- Recognising and dealing with problem people
- Dealing with interrupters
- Avoiding time-wasting meetings
- Effective project management
- Dealing with confused responsibility and authority

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.