

Time and Priority Management

Course Aims

This one day course has been designed so that delegates learn skills which will improve planning, assertiveness, setting priorities, decision making, desk and paper management, and communication skills. They will be taught the skills to manage their priorities; manage themselves to get things done on time; be assertive with colleagues and managers and learn how to say 'no'. The course will also assist delegates in learning how to gain sufficient time to complete their most important tasks; review effective daily planning; learn to allocate time to each task in its order of priority; deal with interruptions and make effective decisions which affect their time positively.

This course will enable delegates to:

- Identify key areas in which they concentrate time and energy.
- Manage priorities effectively.
- Identify time stealers and techniques to overcome them.
- Establish a time planning system fully tailored to their job requirements.
- Create a schedule up to 18 months into the future.
- Fully establish their goals and priorities both at work and within their personal life.

Course Outline

- Daily Planning
- Planning your essential priorities
- Decision making
- Delegation
- Desk management
- Developing a personal sense of time
- Identifying long term goals
- Making middle and long term plans
- Managing paperwork
- Organising your office and your workstation
- Managing meetings

Who will benefit from the Time & Priority Management course?

Anyone who needs to master the principles and practices of effective time management. From senior managers/directors to administrative and technical staff, in fact anyone who needs to find solutions to the following challenges:

- *I don't always feel in control*
- *I need to increase my productivity*
- *I have to juggle a multitude of tasks*
- *I'm always being interrupted*
- *I'd love to have more time for the things I enjoy but never get the time*

