

TIME & SELF-MANAGEMENT



An introduction to our
time, activities & self-
management courses,
workshops & seminars





Thanks for downloading this booklet

In these pages, you'll find details of the objectives and programmes for our courses, workshops and seminars covering a wide range of aspects of making best use of both time and skills

These are simply a guide — I'll be delighted to create a specific programme to meet your company's defined objectives and needs

I look forward to hearing from you

Thanks
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Effective Time & Activity Management

To provide Delegates with the materials and skills to effectively control their time and prioritize and manage their key tasks

Time Management for your Time

To provide Team Leaders with the skills to make effective use of their time – and to encourage their team members to do the same



Effective Time & Activity Management

- Introduction to seminar
- Setting goals and priorities
- Analysing current use of time
- Suiting the time to the task
- Creating, and using, a to-do list
- Dealing with paperwork and electronic communications
- How to work "smart" rather than hard
- Tips for effective use of time
- Managing tasks for results
- How to deal with several priorities at the same time
- Setting, checking and meeting deadlines
- Dealing with interruptions
- Dealing with superiors
- Making progress as part of a group
- How to make time "precious"
- Seminar conclusion



Time Management For Your Team



- Introduction to seminar
- Setting goals and priorities
- Analysing current use of time
- Suiting the time to the task
- Creating, and using, a to-do list
- Dealing with paperwork and electronic communications
- How to work "smart" rather than hard
- Tips for effective use of time
- Managing tasks for results
- How to deal with several priorities at the same time
- Setting, checking and meeting deadlines
- Dealing with interruptions
- How to communicate with team members
- Dealing with superiors
- Dealing with the "difficult people who take up your time"
- Making progress as part of a group
- How to make time "precious"
- Developing time management skills within your team
- Seminar conclusion