

Time Management

This workshop will enable people to identify their current time management practices and identify techniques for improving their use of time.

This workshop is ideal for people who need to introduce effective time management skills into their working life or need to refresh their current skills.

Attendees will be able to:

- Identify their current pattern of time usage and analyse its' effectiveness
- Identify their major goals and objectives
- Understand and apply the principles and techniques of good time management
- Prioritise tasks according to their importance and urgency
- Apply time planning techniques to daily, weekly and project planning
- Identify and avoid the impact of time disrupters, or minimise the effects they may have on themselves and others

The programme is a mixture of input, individual exercises, small group work and discussion.

Workshop Duration: 1 day