

## Focus on Time Management

### Objectives

By the end of this 1 day programme, the individual will have the practical tools and knowledge to manage:

- Attitudes to time
- Structure and control
- Structuring workload
- Time planning and scheduling
- Prioritising and delegating



### What is it about and what will it do?

To improve or refresh manager's approach to maximising the time available to them and to achieve positive results. Utilising video / DVD, self-assessment, group discussion and action planning.

### Who is it for?

Managers and Team Leaders who need to improve their time management in juggling several different tasks.

### Outline content

- Pay off activities
- The importance of goals
- Overview v Overload
- How we prefer to work
- Structuring workload
- Identifying key areas and time stealers
- Planning and diary management
- Action planning
- Working smarter not harder



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