

Workshop overview

- Identifying priorities and objectives and planning accordingly
- Identifying and minimising time wasters and distractions
- Working smarter not harder – how to stop doing the wrong things right but to do the right things better
- What is prime time and how to use it
- The difference between discretionary and non - discretionary time and how to use both effectively
- How not to waste other people's time
- Running meetings to achieve results in less time
- Differentiating between urgent and important
- Using technology to manage time better
- Personal vision and goals – alignment or conflict with work goals
- Personal strengths and weaknesses
- Discovering your preferred personal working style
- The four core corporate activities

Related workshops

People who have attended this workshop have also benefited from attending:

Delegation and coaching

Workshop details

£240 plus VAT

One day workshop, small group size of eight maximum. Individual and group exercises with feedback.

Time and priority management

“put time on your side.”

Who for?

This workshop is aimed at anyone who needs to manage themselves, and hence time, more effectively.

Why do it?

Using time effectively, both within and outside work, is one of the major ways to reduce stress and enhance the overall quality of our lives and those around us. Good time management is not about knowing what you will be doing every minute of every day. It is about avoiding unproductive activities, planning ahead and focusing on priority tasks. It is about allowing “down time” to re-charge your batteries and to deal with the unplanned and the unexpected.

It is a fact of life whether we like it or not that we all waste time. Being busy is not the same as being productive; working hard is not the same as working smartly.

Good priority management is about taking a holistic approach, recognising that work and private time have to be synchronised if the value of time is to be optimised. It is also not just about managing our own time better but also not wasting other people's time.

What do I get?

Practical tips to help you manage time more effectively.
Identification of preferred working style.

Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: info@forthorstedtrainingacademy.co.uk
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at www.forthorstedtrainingacademy.co.uk

