

Make the Most of Your Time at Work- Course Outline

Duration: **3 hours**

Course Description

How much time do you waste every day? Would you like to get more done and achieve your goals and objectives? This course will help you to increase your productivity, focus on the things that matter and therefore reduce stress, enabling you to gain greater control of your working life. You will learn strategies to stay focused on the important things, whilst managing your post, emails, phone messages and other 21st Century noise in the workplace.

Who should attend?

This course is designed for anyone that wants to get to grips with their priorities at work.

What will it cover?

- ✓ We can't manage time, but we can manage ourselves
 - Analysing your own use of time
 - Prioritising tasks
 - The importance of planning ahead

- ✓ Time management techniques
 - Experimenting with some new time management techniques
 - Choosing the techniques that will work for you
 - Using technology to help with time management

- ✓ Getting into good habits
 - Making the most of your prime time and down time
 - Doing the right things as well as doing things right
 - Making sure your good intentions come to fruition