

Time Management



Are you looking for ways to effectively manage your time?

Introduction

Time management is an essential skill we all need. This course will show you time saving techniques and strategies to enable you to be more productive, meet deadlines and achieve goals.

Objectives

- Plan and prioritise your workload
- Deal with distractions
- Successfully delegate when appropriate
- Use assertiveness to improve your time management

Content

The sessions are as follows:

Session 1 Essentials of Time Management

Session 2 Taking Control of Your Time

Session 3 Managing Your Workload

Session 4 Planning Ahead

Main topics covered include:

Understanding time management

Reviewing tasks

Planning

Prioritising

Managing interruptions

Procrastination

How to avoid taking on too much

Delegating

Managing email

Managing phone calls

Goal setting

Assertiveness

Group Size: up to 15

Duration: 1 day

For more information, email us at info@garybedingfield.co.uk

Gary Bedingfield is a fully qualified further education trainer with 20 years industry experience and a passion for helping people reach their full potential. He started his own business, Gary Bedingfield Training, in 2009, and delivers trainer training, staff development, employability skills, IT and personal development to clients across the UK including NHS Scotland, BBC Scotland, CBRE, BP and many local councils.

2018 winner of Best Creative Training and Development Firm - Scotland

Gary Bedingfield Training

0845 003 9571

info@garybedingfield.co.uk

www.garybedingfield.co.uk

Gary Bedingfield Training

0845 003 9571

www.garybedingfield.co.uk

info@garybedingfield.co.uk