

Time Management



We can't change the time we have, just the way we use it

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

Content

1. Understanding the importance of time management in the workplace
2. Reviewing tasks
3. Planning and prioritising
4. Goal setting
5. Managing interruptions
6. Beating procrastination
7. How to avoid taking on too much
8. Delegating where possible
9. Managing email
10. Managing phone calls

Main topics covered include:

Reviewing tasks
Planning tools
Prioritising tasks
Managing interruptions
Avoiding procrastination
Avoiding taking on too much
Delegating
Managing email and phone calls
Goal setting

Group Size: up to 12

Duration: 1 day

Gary Bedingfield is a fully qualified further education trainer with 25 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 and employability skills to clients across the UK including NHS Scotland, BBC Scotland, Arnold Clark and many local councils.

2022 Staff Development Training Provider of the Year (Scotland Prestige Awards)

Gary Bedingfield Training

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