

Basic



Time Management Skills

One Day Training Course

Course Aims:

Delegates will learn a rational process for managing time at work and at home through identification of key responsibilities. The various events that cause disruption will be identified and strategies for control will be learnt.

Course Outline:

An Overview Philosophy

Becoming Goal Oriented

The Structured Approach

How to Set Goals

Identifying your Job Objectives

Five – The Magic Number

A Licence to Drive your Desk

Eating Elephants

Prioritise

Do It Now

To Do Lists

Scheduling

Do the things you fear most first

Time Management Methods in Summary

Working in short bursts is the key to overcoming resistance

The End Effect

Managing those Time Wasters!

Possible Time Stealers

There are a number of consolidation exercises incorporated in this course

Target Audience

Anybody whose work involves meeting objectives and using their time effectively.

Assumed Knowledge/ Pre-requisites:

Job objectives and principal job tasks

Recommended Follow-up Course/s:

Delegates are advised to attend a Time Management Skills course prior to attending Management Skills I or II.

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