

## **TIME AND PRIORITY MANAGEMENT**

### **Duration:**

Usually half a day

### **Who the course is suitable for**

Managers and supervisors at all levels.

This course can be very effective when a working team attends as a group

### **Description**

“Put a value on your time, no one else will.” This half day workshop will put basic principles in place that effectively improve time and priority management in the workplace

### **Learning Objectives**

Delegates will have ample opportunity to understand and explore all relevant areas:

#### **Time Management**

- o Time robbers
- o Externally and self-imposed factors
- o The discipline involved
- o Time log

#### **Priority Management**

- o Urgent and important
- o Long term goals
- o Deadlines, their use and abuse
- o Focus and goals

#### **Job combining**

- o Applying the lunch hour principle

#### **Delegation**

- o Aspects of delegation and being delegated to

#### **Managing expectations**

- o Avoiding assumptions
- o Anticipation
- o Understanding

### **Prerequisites**

The desire to improve existing skills and change **one** habit.

### **Type of Programme**

Structured workshop with time for interaction, planning and confidence-building

### **Delivery**

Available as a public or in-house workshop

Teams of up to 10 across all managerial levels

Individuals from a variety of backgrounds

**TO BOOK A WORKSHOP OR DISCUSS YOUR TRAINING NEEDS CALL: 020 8473 0261**