

## Time Management – 1 Day Course

### Course Overview

This one day course focuses on the core skills required in task-planning and time-management. During the day practical tasks will be used to demonstrate the process of planning and developing a task list to give greater control and improve personal effectiveness. In addition, delegates will learn the importance of diary control as well as being encouraged to identify their long term goals.

### Who Should Attend

This course is a must for anyone finding themselves working late to ensure all their tasks are completed as well as not knowing where their time goes and at what cost. It is also essential for those who are often late for meetings or miss deadlines. It is suitable for staff at all levels including Team Leaders and Supervisors. Managers should attend if they are not attending the Management Modules.

### Course Content

#### What is the Point

- Intro
- Myths
- Where are you going?
- Getting there
- Summary

#### Understanding Time

- How much is your time worth?
- Where are you investing your money?

#### Control your Diary

- Introduction
- Controlling your daily time
- Tips
- Exploring the benefits
- Do it yourself
- Review

#### Plan your Tasks

- Introduction
- What is a task list
- Why must I do this task
- Plan, Plan, Plan
- Activity
- Prioritising tasks
- Planning longer term tasks
- Adapting the task list
- Putting into Practice
- Review

#### Other

- Dealing with Time Thieves
- Delegation
- Saying NO
- Getting back on the horse
- Motivation

### Additional Information

- CD Manuals and Certificates provided
- Course timings – 9.30 am- 5.00 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course

### Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655 900 or email – [training@paradisecomputing.co.uk](mailto:training@paradisecomputing.co.uk)

