



# Managing Your Time

## **Course Objectives.**

We all have the same amount of time so why do some seem to achieve more than others? Good management of time can involve taking a look at why, how and when to do things. And should we be doing those things anyway? During the day we will show how more 'pro-active' control over what we do and when we do it will help us to be more effective. Applying simple techniques will immediately help us have more control over our time.

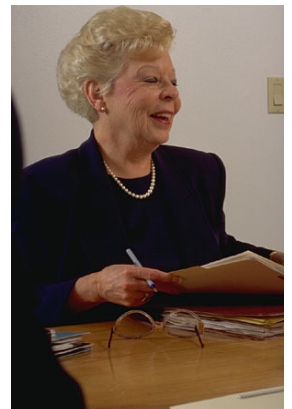
## **Course Content.**

- Whose time is it—and who should control it?
- Should you do it—or delegate it?
- Setting Objectives and planning the future
- Analysing how you use time — 'pro-active' and 're-active' tasks
- How to be more effective and efficient
- Scheduling time for projects
- Practical aids for managing time
- Tips for timely meetings
- Learn how to say 'NO'

## **Who should attend?**

If you manage other people or are a hub for day to day activities, then you will benefit from the day. If you have a measure of control over what needs to be done or have deadlines to meet you will gain from the suggestions and techniques highlighted. The only proviso is that you must be prepared to change and adapt to the ideas presented.

**Duration:** One day.



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