

Content

Awareness

- what do you do with your time?
- circles of influence and concern
- myths about time management
 - what helps, what hinders

Self discipline

- time stealers
- personal commitment
 - motivation
- catching positive habits

Planning and prioritising

- effective and efficient
- prioritising; urgent and important
 - delegating tasks to others
 - planning your work
 - working your plan.

Time Management

Personal Impact

You are a capable individual, yet time slips through your fingers. You seem to spend longer each day wrestling with an ever-expanding quantity of work.

This programme will help you to step back, review how you work, analyse where your time goes and find more effective ways to achieve results. You will also think about the focus of your role at work and your priorities.

This pacy one day programme is a unique opportunity to explore how you organise yourself and use your time. You will learn how to handle day-to-day interruptions, clarify your priorities, delegate more and eliminate some tasks altogether.

Whatever your role, effective and efficient management of your time is critical to personal well-being and professional success.

Benefits

By the end of the programme you will be able to:

- understand how you currently manage your time and assess the personal and business impact
- analyse your time management habits and preferences
- prioritise tasks and build an effective planning regime tailored to your needs and personal work style
- identify a comprehensive range of options for improving personal organisation and time management.

Approach

This is a lively day with the emphasis on helping individuals identify and remove their own barriers to the effective use of time.

A 'time log', provided by Morgan Clarke in advance, should be completed to provide participants with the source material to explore where their time goes and obtain maximum value from the day.

Who should attend?

Everyone. No matter what level of seniority, your ability to organise yourself and manage time effectively is critical to personal and business success.

Programme information

Duration: One day

Price: £375 (excluding VAT)

Dates and locations:

24th April 2008 • Surrey

10th July 2008 • Midlands

22nd January 2009 • London

For further details please call
John Baldwin on 01306 621600.

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"I've learnt invaluable tools which will help me with my day-to-day role."

Lynne Poole,
Centrica