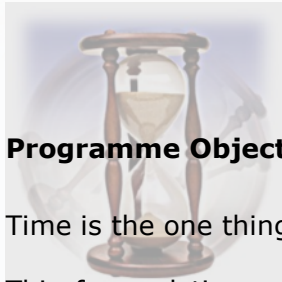


"Master-Classes" in Personal Effectiveness
Time Management
 A One-Day Programme
Programme Objectives

Time is the one thing most managers find difficult to manage.

This focused time effective programme will provide readily usable tools for the busy manager.

Specific objectives are to:

- Examine the problems associated with lack of time in the workplace.
- Analyse the current use of time, personal and environmental time wasters.
- Introduce tested working methods, which will enable delegates to devote at least 50% of their time to top priority work.

Who is this programme for?

This Programme is for anyone who needs to analyse their use of time and improve their own self-management. It will be of particular value to those who find the pressure on their time is excessive and who may feel the need to work excessive hours to achieve their objectives.

Programme Contents

- . Time management and success
 - . Self control and discipline
 - . What or who controls your time?
- . Time and work behaviour
 - . The nature of time
 - . How do you use your time?
 - . The process of management
 - . Thinking time – it's important
 - . Choosing the right time and your prime time
- . The symptoms of poor time management
 - . Missing deadlines
 - . Working long hours
 - . No spontaneous time
 - . Family and social neglect
- . Time robbers
 - . Personal time wasters
 - . Environmental time wasters
 - . Dealing with paperwork

- . Time and planning
 - . The need to plan
 - . The importance of goal/objective setting
 - . Prioritising – urgent versus importance
- . Developing yearly, monthly, weekly and daily plans
- . Thinking about your work
 - . Analysing your time
 - . Time logs
- . Managing people effectively
 - . The effect of behaviour styles on time management
 - . Delegation
 - . Why people don't delegate
- . Managing communication more time effectively
 - . Factors effecting communication
 - . Effective listening
 - . Speed-reading
 - . E-mails
- . Action Plan

