



## **2-day Time and Priorities Management Skills**

### **INTRODUCTION**

One of the paradoxes about time is that there never seems to be enough of it! Yet we have the whole of time at our disposal. We have time for anything but not everything! It is not time we are short of it is how we CHOOSE to consume it that needs attention.

It is free – it isn't subject to recession, interest rates, or inflation. You cannot buy it, sell it, or store it. It is the only aspect of our lives where we are truly equal – every human being is given 24 hours a day. It is personal and it is all yours. Only you can spend it. You can spend it wisely or waste it. This course is designed to help you tighten up in many areas of your own self management. The action steps are simple and practical – yet the cumulative effect can be radical.

### **TARGET AUDIENCE**

Those of any discipline, whose organizational role requires them to organize their own time **and** that of their team members. Increasingly more is expected of us both at work and in our private lives. The demands on our time are ever present. Time is a valuable resource. Through this course, you will develop a framework and understanding of tools and methods available, that are needed to achieve better time management.

### **COURSE BENEFITS**

In this workshop participants will learn how to:

- Understand the problems of time management and decide how to deal with them.
- Analyze your current use of working time and identify your strengths and weaknesses in effective time management.
- Realize more of your goals by differentiating the demands on your time and set your own priorities.
- Empower others by using the five key principles of delegation and create more time for effective decision making
- Regain control by actively managing interruptions, phone calls and email.
- Understand that the value of effective time control leads to increased production, less stress, reduced costs and ultimately more profitable company operations.

### **METHODS**

The course is interactive, fun, and interesting. We keep the participants actively involved throughout these intensive 2 days, using a little theory, and then immediately practicing in a safe, comfortable environment. Participants walk out with real skills that they can start to apply immediately.