

Managing Your Time Under Pressure

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Time is a scarce resource and therefore needs to be consciously managed. It cannot be wasted or channelled into activities that get us nowhere. However, it is not just the quantity of time that needs to be managed, it is also the quality. The impact of prioritising time efficiently has far reaching benefits in terms of achieving business objectives and personal motivation. This one-day event will enable you to:



- Determine how your time is currently being spent
- Prioritise what matters most
- Understand the impact of urgent versus important
- Develop strategies for time allocation
- Create a structure to control time spent on tasks and activities
- Improve the quality of your time
- Use key assertiveness techniques to achieve goals

Course Outline

- What is time management?
- Barriers to effective time management
- Identify your work style and its impact on yourself and others
- Time management tools
- Urgent versus important
- Scheduling activities with the end results in mind
- Prioritising key tasks and activities
- Investing time to save time
- Personal organisation
- The difference between efficiency and effectiveness
- Strategies to handle procrastination and interruptions
- Using communication as a time management tool
- Managing personal energy levels and motivation
- Being positive and assertive
- Developing your personal action plan

Duration

1 Day



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