

Time Management training course

Course Outline

1 day course

Who is this course aimed at?

Busy professionals who need to learn how to become more productive by learning time management techniques. This course can be booked as an open course from our course schedule at our Bristol training premises, or we can provide this as an inhouse tailored course. Contact us on 0800 21 7483 for more details on this.

Prerequisites:

None

Course content:

Fundamentals of conducting meetings

Time management overview
Principles of time management
Productivity cycles
Goals and priorities

Time management plans

Time management plan
Daily plan

Technology and time management

Technology saves time
Say "No"

Productivity

Interruptions and meetings
Factors affecting productivity

Information overload

Causes of information overload
Organise your office
Communication

