

TIME MANAGEMENT & WORKING SMARTER

We all have the same number of hours in the day, so how do you become more proactive and less reactive at work?

This workshop explores our current challenges with time management and looks at some good practice around working effectively and productively. We look at how our personality preferences impact on how we plan and work. We also look at some of the best researched tools and techniques to help us become more effective in our use of time. We build a supportive environment within the workshop so we can share good practice and focus on live issues individuals are facing.

On completing the workshop you will be able to;

- Understand your personal approach to planning
- Understand the value of working on the things that have the biggest impact first
- Have greater awareness of how you manage your energy and focus
- Know how to delegate work effectively
- Be more focused around email usage and meetings attendance

Format Half-day workshop, face-to-face. Or virtually 2 x 2 hour sessions.

Who should attend? Employees wishing to manage their time more effectively and those wanting to become more proactive and less reactive.

Maximum number of delegates 8