

Course Synopsis

Maximising Your Time

Course Outline	A full day course to develop skills which will enable delegates to work more efficiently, make the most of their time and just get things done!
Objectives	<p>In a world where we are time poor being able to manage your time effectively has never been more important however it is a skill than many of us have failed to master.</p> <p>Everyone is different. We are challenged by different things, are motivated in different ways, gain satisfaction from different accomplishments and enjoy different tasks. It shouldn't be a surprise therefore to find out we need to manage out time in different ways. What works for one won't necessarily work for another. This course is about finding out what works for you, what gets in the way and how you can get more done in less time.</p>
Topics	<p>Trainer led group discussion, practical exercises and comprehensive delegate notes</p> <ul style="list-style-type: none"> • Understanding yourself – work with your strengths to motivate yourself • Plan, execute and review – proactive management techniques • Different techniques for planning and prioritising – understanding what works for you and why • What gets in the way – understand your time stealers and learn how to minimise them • The art of delegation, play to people's strengths and how to say no.