

Introduction

Today's business professionals have never been busier, their work has never been as complex and priorities have never moved so quickly. Yet, time is a unique resource that we cannot bank, store, buy or alter in any way. Therefore effective time management is the core of every successful business professional.

Aim

To improve existing skills and develop new key time management skills through the recognition of current modes of operation, actions and behaviours, barriers and time stealers. To maximise effectiveness, reduce stress, increase the bottom line and retain staff.

Benefits - to the individual

Individuals will leave the programme being able to

- Identify where their time is spent.
- Understand and prioritise what is important to them.
- Be able to manage their diary and minimise time stealers.
- Balancing long term goals with short-term deliverables.
- Delegate effectively.
- Identify when to say no

Benefits – to the organisation

- Improved effectiveness of staff
- Improved quantity and quality of actions
- Better delegation
- Increased personal responsibility

Who Should Attend

This programme will benefit individuals wishing to be more effective and successful in their role whilst maintaining their work / life balance.

