

## Time Management

Poor Time Management presents a risk to every business, irrespective of size, and should be regularly included as a compulsory element of training for line managers.

**One approach does not fit all**, Time cannot be bought, stored or stopped, every second that passes is gone forever and can never be recovered. It is the most valuable of resources and the only way to maximise it's potential is to **MANAGE IT WELL**

Time Management is chiefly about conditioning your environment, rather than allowing your environment to condition you, if you tolerate and accept without question, the interruptions and demands of others, you effectively encourage time management pressures to continue so you need to learn to focus on the right things whilst letting go of some of the routine and less important tasks.

Managers, supervisors or team leaders who have responsibility for the management of employees should attend this course

This half day course covers the following:

- What is time management
- Time management made easy
- Successful keys to time management, Planning and then protecting the planned time
- Common misconceptions including, effectiveness, efficiency
- The personal qualities of a good time manager including a methodical approach, decisiveness, leadership and creativity
- Techniques tools and skills
- The Pareto principle
- Perfectionism, Time Logs, Urgency and importance

**Training Methods:** Theory and practical work, case studies and group discussion. Students will take away with them a comprehensive course hand out

**Assessment:** is through Worksheets which are marked by the Tutor and then verified by an assessor, for Quality Assurance purposes. To gain a certificate a course mark in excess of 80% is required. On successful completion of the course, students will receive a certificate. Employers will receive all necessary paperwork to provide an auditable paper trail.

