



## MANAGING YOUR TIME EFFECTIVELY

**Time is a budget item and should be spent as carefully as money or other resources. This event is for anyone who would like to be able to manage their time more effectively in order to achieve even more satisfying results.**

**The clock is ticking... so get your people on this course NOW while there is still time!**

### **Aims -**

- To establish techniques for personal time management that will achieve even better results
- To adopt new practices and have a plan for implementation going forward

### **Objectives -**

- To clearly identify personal 'time stealers'
- To understand how to categorise workloads – positive active tasks and reactive tasks, important vs. urgent etc.
- To establish effective strategies for managing the use of time
- To be able to recognise and manage key detractors such as procrastination and interruptions from others and inefficient meetings.
- To take immediate action to improve personal organisational skills and achieve even more satisfying results

### **Content –**

- Where are you currently spending your time?
- Urgent vs. important
- Scheduling and prioritising tasks
- Pickle jar management
- Knowing when to say 'no'
- Delegation skills
- Action planning for change

### **Workshop ethos and comfort factors** ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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