



OPTIMISING PRODUCTIVITY THROUGH EFFECTIVE TIME MANAGEMENT

Key Focus Areas

- Why time management Issues arise
- Planning & prioritisation
- Delegation
- Effective goal setting
- Deflection & distraction
- Managing surprises
- Managing Others
- Meeting deadlines
- The art of saying “No”
- Important Vs urgent
- True Cost of wasting time
- D.O.I.T.N.O.W – a strategy
- Life / work Balance

Duration

- Total 2 hours – to include:
 - 2 x 45 mins content sessions
 - 1 x 15 minutes comfort break.
 - 1 x 10 mins Q&A

Who Should Attend

- Team Leaders – Team Members – anyone for whom managing their time effectively matters

What's Included

- Dedicated Facilitator
- Follow Up PDF *Postscript* of Content

Budget (Ex VAT)

- £50 / person
- Min £500

“TIME IS PRECIOUS – WASTE IT WISELY”