Time Management

Course Number	SC0405
Validity	3 Years
Duration	1/2 Day
Formal Assessment	No

> *Time is what we want most, but....what we use worst.*
>
> *- William Penn*

''bringing training to life''

In a world that seems to get busier by the day it can seem almost impossible to complete all of the tasks we need to.

Our Time Management training course will provide delegates with the tools to take control.

This is a highly interactive course beginning with a close look at the days start since problems here often trigger events for the rest of the day.

Introduction
- Introductions
- Course overview & expectations

Course Content
- Recognising the problem
- Start the day right
- Managing expectation
- Time stealers
- Organisation
- Prioritisation
- Delegation
- Take a break - you have earned it!
- Short, medium & long-term planning
- Make the decision
- Managing paperwork
- Reflection