

Time Management Overhaul **Get Work Done And Still Have A Life**

In this workshop delegates will receive valuable time management tips which in turn will help them work more efficiently, understand why they may be procrastinating on certain tasks and motivate them to achieve their professional and personal goals.

Topics covered are:

- Ideas for management of to-do lists to make them realistic and achievable.
- Time management tips including how to minimise time spent in meetings and taming time-eaters such as email.
- Coping with unplanned emergencies in a time-efficient way.
- Insights into why procrastination occurs and strategies to restore motivation.
- Ideas for maintaining a healthy work / life balance and combining the achievement of personal goals alongside professional responsibilities.

Time is one of our most precious commodities but very often the dynamics of office life mean that it can be easily wasted. This can result in staff working long hours and consequently feeling stressed, despondent or un-motivated.

The workshop will help the delegates to understand where their time blockages occur and how they can reclaim and take control of their own schedule. Delegates will learn a number of time saving tips and how to best communicate their availability to others. Most importantly, they will understand that effective time management is a mental as well as a practical skill.

The course may be presented as half a day or one day in duration.

For more details and to book contact Cali Bird on 07771 644869.
