

# Time and Priority Management Skills



## Introduction

Time management skills are needed in any business environment where individuals have the choice on how to allocate their working day. Essentially it is not time that needs managing but working priorities. This one day course is designed to enable individuals, through a series of exercises and inputs, to gain better control over their working lives and hence also their private lives.

## Who should attend

Anyone needing to manage their time and work patterns better in order to be more productive during their working hours.

## Duration

1 day

## Course Outline

- ◆ Identify your organisation's business pattern and how it impacts your work pattern
- ◆ Clearly distinguish between goals, objectives and key tasks
- ◆ Clarify priorities by distinguishing between importance of action and urgency of action
- ◆ Discover techniques for both long term and short term planning as a critical part of effective time and priority management
- ◆ Discover techniques for making life easier at work
- ◆ Understand how poor time and priority management can cause stress and discover techniques on how to help overcome it
- ◆ Identify ways to combat 'time thieves' in your working environment
- ◆ Discover some golden rules for effective time and priority management
- ◆ Understand the 4 steps in applying time and priority management principles and techniques to your own situation

## How to Book

You can choose from the following options:

- ◆ Call our TRAINING CENTRE on 01189 778562
- ◆ Email us at our specially designated TRAINING CENTRE address:

[info@mass-trainingcentre.com](mailto:info@mass-trainingcentre.com)

