

Time Management

£ £250 Per Person (exc. VAT)

 Half Day / 1 Day Course

Today more than ever, people are asked to do more in less time. We live in a volatile, uncertain, complex and ambiguous world where you can find yourself swamped with emails, juggling ad-hoc requests that are always “urgent” from your manager or direct reports, it is often a real challenge to complete your own tasks and meet your own objectives. This half-day workshop is supported by access to e-learning to support the face-to-face practical exercises on the workshop. All individual contributors, supervisors, team leaders and managers who experience challenges in managing their time and planning and prioritising their workload would benefit from this course.

This course will ensure learners are able to:

- Plan and prioritise workloads.
- Set SMART objectives that are aligned to what is important to you.
- Manage resources effectively.
- Handle changing priorities and make choices against these priorities in alignment with your own objectives and values.
- Manage the expectations of colleagues.

Course Content



Session 1

- Planning and prioritising your work based on the 4 quadrant grid.
- Whats important? Determining importance to you rather than other people.



Session 2

- Setting SMART goals and objectives.
- Dealing with procrastination.
- Keeping others informed.
- Managing expectations
- Handling changing priorities.
- Practical exercises and action planning.

Apply for this course.

Apply for this course and ask any questions you may have by getting in touch with us via the contact methods below. You can also find information about this course and all of our other courses at our website, www.wdr.co.uk.