

Organising Work and Time

Learn via: **Classroom / Virtual Classroom / Online**

Duration: **1 Gün**

Overview

Have you been trying to improve your time management skills and personal productivity? Do you feel like you are still missing some key techniques to be more efficient?

Learning how to budget your time wisely and effectively will help you to rethink and reprioritise at a moment's notice.

People often ask us:

- How do I manage my workload?
- How do I deal with conflicting priorities?
- How do I find the approach that works for me?
- How do I make effective use of my time?

This practical workshop will assist you with tools to support you - from managing email to juggling multiple projects.

If you're feeling overwhelmed with your workload add this workshop to your to-do list.

Target audience:

This course is aimed at those people who are wanting to generally improve their time management skills.

Prerequisites

Delegates will be provided with pre-course tasks for completion prior to attending the course by email.

What You Will Learn

- Facts and myths about time management
- Personal preferences in managing your time
- Tools for planning your work
- Organising for efficiency
- Overcoming procrastination
- Dealing with interruptions
- Delegation
- Business simulation game to test learning