



Time Management One-Day Open Course Overview

Time Management open course

Find out which time management issues apply to you and put together a plan designed to help you improve.

This Time Management training course is practical and experiential. You will work on your own personal time management issues, rather than theoretical set pieces.

You'll find out which time management issues apply to you and put together a plan designed to help you improve.

Based at our dedicated London training facility, our employee time management training courses are fully tailored to your needs on the day.

The content of each workshop will be shaped around the needs of the delegates, making the work relevant and practical.*

Ahead of the course, we'll provide pre-course preparation to get juices flowing and the mind focused...

This course will help you with:

- *Planning and Prioritising Work*
- *Setting Clear Goals*
- *Minimising Wasted Time*
- *Distractions In The Workplace*
- *Avoiding Being Deflected*
- *Getting Your Priorities Right*
- *Self-Motivation*
- *Unexpected Time Stealers*
- *Effective Delegation*
- *How To Say 'No'*

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**Course Content*

A Day in the Life

- Awareness of what you do in a day
- Pressure of additional requests on time management

Seeing Time Differently

- Create a worst-case scenario with time management catastrophes
- What would happen if you...?

Reality Check

- Consider how real your beliefs about your time management dilemmas are

Priorities

- How to juggle priorities in a way that gets everything done
- Filling the vase and the end of the line strategies

The "V" of Well-being

- Emotional and physical effects of being overloaded
- Consequences for your professional and personal life

Procrastination

- Develop an awareness of your diversionary tactics
- Learn how to use your personal motivators to tackle tasks head-on

Planning

- Planning tasks and scheduling events
- Understand of how a delay in one area affects other areas (known as the critical path)
- Merits of planning both forwards and backwards

Eating Elephants

- 'Chunking down'
- How to tackle tasks that seem too overwhelming

Time Bandits

- Look at little things that use time and how to manage them effectively

Saying 'No'

- Learn the art of saying 'no'
- Situations when 'yes' was said instead of 'no'

Delegating

- Empowering and empathetic ways to delegate to others

Action

- Ideal delegation cycle

Time Management one-to-one remote training

Benefits of One-to-One Skills Training

This Time Management course is available as a 2-hour one-to-one remote session.

Choose your time. Have a briefing call from your trainer and off you go.

The content of each session will be shaped around your needs, making the work relevant and practical.

- A completely personal, in-depth, and confidential look at your specific issues
- Dynamic, empathetic, and highly experienced coaches
- Get to the heart of your issues with speed and effectiveness
- Delivered online
- Two hours of personal one-to-one attention
- Pre-assessment of the issues you want to cover

Contact details



Impact Factory

Suite 121 Business Design Centre
52 Upper Street
London N1 0QH
England

email:
enquiries@impactfactory.com

Phone: +44 (0)20 7226 1877
impactfactory.com