

## Course Name

**Time Management**

## Course Duration

**One Day**

## Course Objectives

This course is suitable for business people who wish to manage their time more effectively

## Course Content

- **Getting Organised**
  - Using the To-Do list
  - Creating a boss "attack list"
  - The 5 "killer words" of delegation
  - Controllable vs. uncontrollable time
  - The Priority mix
- **Meetings and Interruptions**
  - 2 steps to get "blurting" under control
  - What are the prime times of your day?
  - Using a time log
  - 7 steps to revolutionise your life
  - Techniques for designing a daily plan
- **Maintaining Balance in your life**
  - Strategies for setting life goals
  - 9 aspects of your life – which are important, meaningful and significant
  - How to identify your "I-wish-I-had"
  - Visualisation
- **Goal Setting, the key to taking control**
  - Tips for taking control of perfectionism
  - Techniques for identifying long-term vs. short-term goals
  - The what, why, when and how goal setting
  - Characteristics of a well-stated goal
  - The "WIIFM" of a goal
- **Maintaining Control at Work**
  - Controlling visitor interruptions by controlling work space
  - The use of signals in the workplace
  - Simple technique to control interruptions
  - Control in the office
  - Available work surfaces
- **Controlling Telephone Interruptions**
  - Screening calls
  - Setting preferred time for calls
  - Tips for sorting and dealing with the flood of paperwork
  - Power of voice mail, email and fax
  - You can eliminate phone tag!

*Continued overleaf*



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- **Team Relationships**
  - 3 steps to create proactive communications
  - How to delegate effectively and avoid reverse delegation
  - Are you delegating 1's, 2's, 3's and 4's on the priority matrix?
  - Complete staff work: powerful delegation tool
  - The Meeting plan: avoid wasting time
  - The Agenda and "one minute" minute
- **Taking Control of Procrastination**
  - The Salami Technique
  - The 5 minute plan
  - The Balance sheet
  - The Journal

## Prerequisites

There are no prerequisites for this course.

## Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **[insighta.co.uk](https://insighta.co.uk)**