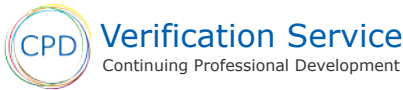


MANAGING TIME



OVERVIEW

OBJECTIVES

By implementing good working practices and working to an improved time management plan, people have more time for the tasks that really get results. Not only will learners be able to allocate more time to important work, they'll also free up personal time and thus reduce stress.

In this e-learning course, learners will work with some practical approaches to improve your time management. Identifying where the pressures are now and what can be done to help structure an approach that is efficient and effective.

What each person considers important and how they want to spend their time is personal. For this reason, a one-size-fits-all approach to time management is less effective. With this in mind, an essential element of this course is the workbook, which focuses on helping the learner reflect on their own circumstances. It helps them put together strategies to address the issues they've identified and create action plans for success.

- Increase their productivity and become more effective
- Be able to focus on the tasks that are important to them
- Identify their key goals and how to turn them into a reality
- Become better at creating daily plans and to-do lists that work
- Learn to effectively manage and deal with common time-wasters and interruptions
- Develop techniques that will help reduce stress and frustration



DURATION

30 minutes. Including interaction and downloads.



AUDIENCE

This training is essential for those looking to better their career and life.



CERTIFICATION

Upon completion of the course the learner will receive a CPD certificate.

