

## PERSONAL TIME MANAGEMENT

**Aim :** To establish a clear understanding of and commitment to the concept and value of time management, with an opportunity to apply time management principles to participants' own work situations.

**Objectives :** By the end of the course participants will:

- Understand the theory of time management
- Be familiar with the techniques of time management
- Have completed and analysed a Personal Time Log
- Have prepared an individual Time Control Action Plan

Numbers:	12 maximum
Duration:	1 day
Style:	Interactive, participative, confidential
Pre course work:	1 week personal time log
Suitable for:	New managers/supervisors; individuals who have an issue with their time use; those wishing to improve their time management techniques.

### **TIME MANAGEMENT – course descriptor**

Time management is a vital tool if you are to be efficient and effective – and stay sane- in today's fast paced world. But can you beat the Time Bandits? Referencing key time management skills and techniques, such as prioritisation, using pro and re-active time, recognising urgent vs important and applying the pareto principle, you analyse (confidentially) the Personal Time Log you kept prior to the course and prepare a Time Control Action Plan.