



Course Title	Time Management
Duration	Half day
Overview	<p>The course is complimented with a 'Journal' for Activity Management. Each delegate makes a commitment to use the Journal to improve their Time Management. A review date is agreed with the delegate to provide feedback.</p> <p>The 4 guiding principles for using the Journal are:</p> <ul style="list-style-type: none">'Review Today,Plan Tomorrow,Check Back,Look Forward.'

Key Focus **Aim:**
Improve your Multi-Tasking abilities and increase your confidence in your Time Management skills.

Objective:
To provide delegates with a practical tool for the successful management and execution of tasks and activities.

- Understanding 'Scale', how big is your world and how does this affect your Time Management.
- Type A v Type M
- Types of Time
- Organisational Wants
- A review of your current Time Management skills
- Understanding Stresses associated with poor time management.
- Prioritising activities
- Breaking down tasks
- Types of Time Management
- How to use the Journal to improve effectiveness

Cost	£88 per person + VAT (Includes A5 150 page Journal)
Venue	Bryngarw House, Bridgend
Who Should Attend	Anyone who struggles to manage their workload in an organised manner. Those that frequently use the excuses:

'I forgot'
'I ran out of time'
'I've got too much on'
'I can't handle any more'
'I didn't get around to it'

Delegates struggling to complete 'large projects or tasks' that fail to see the smaller incremental steps.

Anyone who currently has no method to plan their time, or has a method that is failing.

Busy People looking to find an effective way to manage their workload.

Follow Up	As appropriate to client
Entry Requirements	none
Time Table	See Course Calendar www.roseburridge.com
Course Qualification	No Qualification
Study Mode	Short Course
Pre Course Questionnaire	No
Related Courses	
Special Requirements	Delegates are requested to bring along their current Time Management tools

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N.B. Payment is required in full in advance of start date.	