

Time Management

½ or 1 day in-house programme

Develop practical strategies and options to manage your time more effectively in order to work more efficiently.

Overview of course content

- Understand yourself, your body clock and focus on your greatest opportunities.
- Learn the key components of time management.
- Avoid time traps and interruptions.
- Prioritise and organise to maximise time.
- Manage and organise yourself and others.
- Reduce stress levels.
- Learn useful time-saving tools and techniques.

In addition, the one day course looks in more depth at practical ways of shifting your attitude and approach to achieve lasting change.

“ The course isn't really about time - it's about productivity and effectiveness! ”

A brief history...

Managing time effectively is essential for anyone and everyone who wants to achieve sustainable success. But everyone is different; we all have different personality types, body clocks and preferred ways of working. Prescriptive techniques for organising your work are therefore inappropriate. Starting with a look at how you work and behave, this course focuses on providing practical tips and ideas that you can choose to use.

Key benefits

Reduce Stress.

Understand when you work best, increase your effectiveness and productivity.

Manage priorities and achieve goals.

Stay healthy even when under pressure both in the mind and body.

Practical and usable tools and tips to help you to manage your time more efficiently.



Duration and format

One day or half-day in-house course or 90 minute introductory in-house 'FIT' session that can be tailored to specific needs.

Who is this course for?

Anyone who is expected to manage high workloads and changing priorities, effectively.

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Additional course detail

What's it all about?

This interactive course provides delegates with practical strategies, tools and techniques to help manage their time pro-actively at work and at home. The programme helps delegates understand how they currently manage their time and then assists in the development of new habits to increase and maintain their efficiency throughout the day.

The course incorporates accelerated learning techniques and is run in an informal style involving individual and group activities. The emphasis is on practical strategies to use both personally and professionally.

Why Effective Time Management?

- Manage priorities.
- Increase work effectiveness and productivity.
- Enjoy a more balanced lifestyle.
- Feel more in control of your daily activities.
- Reduce stress which results from the lack of effective time management.
- Achieve your goals.
- Become more organised.
- Become more assertive.
- Deal with difficult situations.

How do we do it?

The half day course provides an overview of the principles of managing your time more efficiently with some practical ways to improve; whereas the one day course gives a really practical look at how you can manage your time more efficiently, resulting in a shift in attitude and approach, and:

Understand yourself and your body clock

- Focus on YOUR greatest opportunities.
- Listen to your body and mind.

Key components of time management

- Understand how this maps to your attitude to time management.

Time traps and interruptions

- Attitudes, habits, workloads and procrastination.

Prioritise and organise

- Urgent and important (Stephen Covey First things first).
- Task versus value.
- Planning your workload and activity logs.

Maximise time

- Setting personal goals, taking too much on and multitasking.

Manage and organise yourself and others

- Principles of planning, delegation, learning to say 'no' and utilising all resources.

Reduce stress levels

- Health and wealth.
- Manager personal energy levels.

Invaluable tools and techniques

- Technology and tools.
- Mind Mapping.

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Additional course detail

Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'Time Management' post course learning area of the Illumine website.

Related Courses

Stress Management	Get to grips with the symptoms and sources of stress.
Speed Reading, Memory & Mapping	Get more done and avoid overload through Mind Mapping, speed reading and memory techniques.

How can I take this programme?

In-house courses - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies.

Discuss your needs with an account manager on +44(0)1753 866633 or email inhouse@illumine.co.uk.

Continuous Development

CPD recognition is awarded on both public workshops and in-house courses, being dependent on the number of hours spent learning. On request Illumine will provide a certificate of attendance for you to use as evidence and attach to your record card.

About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

Public Workshops - 1 and 2 day workshops.

In-house Courses - Specifically for teams or groups from within an organisation, tailoring as necessary.

FIT Sessions - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

Other Options - E-learning, Facilitation, Coaching, Away-days and Speakers.



Management & Personal Skills Development

Learn, Absorb & Understand

Write, Speak & Influence

Creative Thinking & Innovation

Meetings, Facilitation & Coaching

Engagement & Personal Balance

Management & Leadership Essentials

