

Personal Organisation

This programme has been written to support busy members who are trying to achieve a balance between their council commitments and personal responsibilities.

Programme Objectives:

By the end of this session delegates will be able to:

1. Identify how they currently spend their time
2. Determine future priorities in relation to their degree of urgency and importance
3. Organise and manage emails and paperwork
4. Manage visits and telephone calls to make effective use of time
5. Use recognised time management techniques as part of their working practices.

Further information

The emphasis of the programme is on practical tips and techniques that are applicable to members' work. Methods used include discussion, theory, questionnaires, and practical exercises.

Duration: Two or three hours