

Time Management and Personal Organisation

This programme will be helpful for any members of staff who need to improve the way in which they organise themselves or manage their time. The course will be useful for managers and staff who would like to develop smarter ways to manage their workload.

Programme objectives

By the end of this programme, delegates will be able to:

1. Identify and explain the effect of personal attitudes and behaviour on the use of time
2. Identify priorities in relationship to their degree of benefit and pay-off
3. Manage a diary system
4. Implement a series of established personal organisation systems
5. Manage meetings and control interruptions
6. Implement a system to manage emails
7. Improve their coping skills.

Further information

The programme provides participants with an opportunity to step back from their daily work life to reflect on the way they manage their time.

There is a range of practical activities and learners will leave the session with an action plan.

Duration: Half-day overview or comprehensive one day programme