

## Managing Time Effectively



**Gaining control of your time by focusing on the important things**

### Who is it for?

This workshop has been designed to support anyone who requires to be more in control of work events instead of being driven by them.

### Overview

Our working environments are now more demanding and more competitive than ever. Managing time and work pressures are synonymous. We find ourselves working harder and longer. Recognising the need to evaluate the way we use time is the positive action required to reduce workplace pressures. This one day workshop introduces you to a range of tools and techniques that allow you to take charge of your time and respond proactively to changing demands

### Workshop Objectives

- Identify personal challenges in managing time
- Apply a range of tools to feel more in control of work events instead of being driven by them
- Recognise the difference between urgent and important tasks and prioritise accordingly
- Apply a five step influencing technique to avoid misunderstandings
- Apply a range of tools and techniques to manage personal performance

### Investment

Total investment for this one day workshop is £185 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £1450. Based on a group size of ten persons, this reflects an investment of £145 per person. This cost includes all relevant materials but excludes any costs associated with the venue.

### Ilm Accreditation (optional)

For an additional investment of £79.00 per person, and on successful completion of this workshop and associated action plan, the Institute of Leadership and Management (ilm) will acknowledge the participant through the Development Award and twelve months ilm membership which includes access to online support materials, study guides and career development support.