Effective Time Management

by Iannis Ireland
Training & Development Officer

WILTON BRADLEY

Effective Time Management

Training Module

Duration:	2.5 hrs (A.M. or P.M.)	**Delivery Methods:**	Microsoft Teams / Face-to-face

Who Is This Training For?

- Any workforce member with an interest in making best use of their time during the working day
- Any aspiring leader / manager who wants to model effective time management skills to their teams
- Anyone who currently feels that they are unable to find sufficient time to be strategic
- Anyone wanting to better understand the simple strategies that can be employed to ensure they have enough time to complete tasks efficiently and effectively

Course Description

1,440. That is the magic number.

That number refers quite simply to the number of minutes we have in the day to not only complete our work tasks, but also to live our lives. It's non-negotiable, and whichever way we look at it, that number will never increase.

It's also a fact that the demand on this time never seems to decrease, only become greater. This is when we need to look at how we operate, and how we organise our tasks. Efficiency is attainable, but effectiveness only comes from accurate prioritisation, and careful management of the available time we have to undertake the tasks we have prioritised.

If you feel that you are battling against the tide of tasks on a daily basis, and sometimes struggle to complete the right tasks within the time you put aside, then this course is definitely for you.

The aims are:

- To take an honest look at how we operate, and the potential pitfalls attached
- To clearly define the difference between what is important, and what is urgent
- To use this knowledge and understanding to better prioritise our tasks
- To look closely at how we plan our tasks, and how diarising tasks can vastly improve our performance
- To look at other factors which affect us, such as ineffective meetings and how we approach email communications

Benefits Of Attending

- Improved task planning skills
- Better capacity for undertaking the right tasks, in the right order
- More streamlined systems, especially in communication and running meetings
- Much clearer focus on our most important tasks, and when to attack them
- Improved ability to **do, delegate, defer or ditch** tasks