



Office & Training Solutions

Session Outline - “Don't Count Your Time, Make Your Time Count”

A proposed session approach is outlined below. We will carry out a pre session needs analysis and will tweak this content in line with the findings of this exercise;

Session Objectives:

By the end of this session you will be able to...

- Recognise what and who are your “time robbers” and develop techniques to eliminate these
- Discover your own current habits and patterns in managing time and their impact
- Recognise the importance of prioritising - Steve Covey’s Time Management matrix
- Identify scheduling tools to ensure priorities get sufficient required time
- Action plan critical changes you need to make to become more productive

Target Trainee Profile

Suitable for any individuals wishing to improve their self-management skills.

Training Approach

Tutor input, Facilitated group discussions

Practical exercises, Brainstorming & Action Planning

Training Duration

This training is delivered over a ½ day intensive practical workshop