



for more information call
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BACK **Using Your Time to Greater Effect**

Managing Time; Increasing Productivity

The effective use of time can reduce stress and lead to greater job satisfaction. Improving personal time management can create a feeling of being well organised and in control.

Benefits

This course is designed to help individuals who feel there is too little time available each day. Participants will:

- Learn strategies to match their individual time management behaviour
- Understand the barriers to the effective use of time
- Develop an action plan to manage their time through better planning and avoiding activities that waste time

Content

This course will explore the tools available that can help to manage time; e.g. diaries, planners and electronic systems.

Participants will be encouraged to review their work schedules to identify and prioritise the important elements of their role. They will be shown how to recognise the blockages to personal effectiveness that will help each individual to improve their own productivity.

Different approaches to time management work for different people. Each participant will explore these approaches to establish which method works for them.

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