

Time Management Programme

How sponsors and attendees benefit

This is a practical and fun learning experience. Everyone will leave with a Personalised Effective Time Managers Action Plan PETMAP © to use for immediate and long lasting results.

This programme is designed so that attendees will regain 1 to over 3 hours a day of productive time. This will lead to a minimum of 10-15% increased productivity over the first 12 months and with practice and consolidation even greater gains in to Y2 and beyond.

Attendees will also achieve significantly improved Work Life Balance and reduced stress.

“Paul has an engaging, dynamic style and manages to get key ideas across which should be simple to take away and implement” Andy Lopata co-author “ And Death Came Third”

More details...

Designed to deliver knowledge and info on how people use their time, and allow delegates to apply this knowledge to become more effective as individuals and as managers.

Attendees generate practical action plans to increase effectiveness through the elimination of wasted time and the efficient use of gained time.

Perhaps most importantly they will reduce the stress experienced in the workplace caused by poor Time management.

By the end of the programme delegates will:

- Understand and be able to quantify the benefits of effective management of time.
- Have reviewed their own time management styles and preferences.
- Understand why there is no *one* time management solution.
- Be able to efficiently plan their work
- Recognise, reduce and even eliminate their time losses.
- Have the tools and techniques they need to gain back lost time.
- Be able to continually improve their time management effectiveness
- Establish a Six week Personalised action plan to immediately implement better time management practices in the workplace, and permanently embed the habits and skills gained.
- Be able to advise others on improving their time management and effectiveness.

Format is a mixture of:

- Theory
- Group discussions
- Exploration of practical and relevant issues
- Development of Action Plans
- Experiential activities
- Post attendance work
- Pre and Post Course work options

- Post attendance Tutor support
- Individual and Group activities
- Personal Action Planning
- Follow up support options

Relevant audience:

- Senior managers
- Managers
- Self-employed
- Team members

Timing: 1 day

Numbers: 5-50 Open courses or exclusive to client organisation only