

Managing Time and Overcoming Procrastination

'No-one has enough time but everyone has all there is' - it is therefore critical that we use the time we have efficiently. This course is aimed at anyone who has a degree of control over their working day and feels they could manage it more effectively.

Course Objectives:

At the end of the course participants will be able to:

1. Identify where time is being spent.
2. Implement systems and processes to use time more effectively.
3. Develop their personal skills to improve performance.
4. Identify why and how they procrastinate.
5. List ways to overcome procrastination.

Course Content:

- Identifying the most common time wasters
- Analysing how time is spent
- Using a variety of tools and techniques to manage workloads more effectively
 - ways to prioritise
 - handling paperwork
 - controlling e-mail
- The power of positive thinking
- Working to our performance peaks
- Overcoming procrastination
- Managing your work space
- Handling interruptions
- Finding ways to say 'no'