

### Managing your Time Better!

#### Who is this course designed for?

The busy business person, struggling to manage more and more conflicting priorities.

#### Audrey Davies: 'Are you a slave to your email?'

If you are - or even think you might be - [The Way Ahead](http://www.thewayahead.org.uk), has the answer. "Be prepared to make changes! Be creative to find and introduce different ways of doing things. Challenge and question your own habits, routines, and the way you defend your time when others try to dictate how you should use it."



#### What's in the course?

- The compulsive e-mail checker!
- How to avoid e-mail overload
- Type-casting your tasks to focus on what you **should** be doing – and when
- Managing interruptions
- Setting SMART goals
- How to eat an `elephant'.....
- Top tips for becoming more effective in managing your time.

#### What are the course objectives?

- Identify where the time goes, and what to do about it
- Establish priorities for your role
- Set SMART objectives for your own workload, list them in order of priority and establish appropriate time scales for their achievement
- Plan the achievement of the objectives, using an established time management technique
- Identify the factors that could hinder your of any one of these objectives

#### Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group /individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	presentations (informal and/or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written/multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

#### What next?

Please CONTACT US to book this course:

[enquiries@thewayahead.org.uk](mailto:enquiries@thewayahead.org.uk)

**Price: £225**

(+ VAT)

1-day workshop

*"Training today's **people** for tomorrow's **world**"*

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