

# Improving Your Time Management

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



## Mike Phillips Training

Releasing potential through learning and development

### Suitable for

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All staff and volunteers who want to take greater control of the time available to them, become more efficient and effective in their work and achieve a better work-life balance

### Aim

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To explore barriers to effective time management and potential tips and practical time management strategies. You will consider your current mind-set in relation to time so that you can take greater control.

### Learning Outcomes

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By the end of the course, you will be able to:

- Analyse your current time management using a Time Audit and identify areas for taking greater control
- Identify barriers to time management and be able to use tools/techniques to manage your time better
- Describe the vicious circle of procrastination and how to break it
- Recognise your own time management habits and time management 'mind-set'
- Use the 'Planning Pyramid' and the 'Time Management Quadrant' as tools to plan/prioritise your time
- Give an overview of the role that assertiveness and delegation play in time management

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

### Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **Bonus Pack** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

### Other Courses to consider (Visit my website for details of these and other courses)

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- ➔ Assertiveness – An Introduction
- ➔ Assertiveness in the Workplace (2 Days)
- ➔ Coaching Skills for Managers
- ➔ Effective Report Writing
- ➔ Effective Team Working – Play Your Part
- ➔ Improving Your Performance through Emotional Intelligence (2 Days)
- ➔ Interpersonal Communication Skills
- ➔ Managing Projects (2 Days)
- ➔ Simply the Best – Building your personal image, self-esteem and confidence (2 Days)
- ➔ Teamwork – Getting Everyone to Pull in the Same Direction
- ➔ The Skills of Chairing Meetings

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*Mike's good range of past jobs meant that he had lots of experience to draw on...*

*"Very good handouts and materials"*

**Course Participant**  
RNIB

*Good variety of activities to suit all learning styles*

Course Participant  
KIDS

*"Left the course feeling very positive and determined to make changes in my time management."*

**Course Participant**  
National Autistic Society

#### website

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