



Course Outline

Time Management I:

Mindset and Tools for Taking Back Control

Minimum and Maximum Learners: 6 to 16 Duration: One Day Timings: 10:00 – 16:30

Suitable for

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 life-work balance.

Aim

To explore barriers to effective time management and potential tips and practical time management strategies. You will consider your current mindset in relation to time so that you can take greater control and be more productive.

Learning Outcomes

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

- ✔ **List** the benefits of being effective an time manager.
- ✔ **Identify** the barriers to you being an effective time manager – internal and external triggers.
- ✔ **Analyse** your own time management habits.
- ✔ **Distinguish** between reacting and responding to situations.
- ✔ **Explain** the impact of procrastination and how to overcome it.
- ✔ **Recognise** how your own mindset can get in the way of effective time management.
- ✔ **Set** SMART goals.

✔ **Use** a range of planning and prioritising techniques to enhance productivity.

✔ **Identify** your personal time stealers and strategies to gain control of your time.

Benefits of Attending

✔ Feel confident and ready to put your learning into practice.

✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.

✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

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

➔ Advanced Communication: Using the Principles of Neuro Linguistic Programming - NLP Techniques (2 Days)

➔ Dealing with Difficult Behaviour and Situations in the Workplace

➔ Dealing with Stress and Boosting Your Wellbeing

➔ Developing Resilience in an Ever-Changing World

➔ Emotional Intelligence to Improve Workplace Relationships and Performance

➔ Interpersonal Communication Skills

➔ Simply the Best – Building your personal image, self-esteem and confidence (2 Days)

➔ Successful Meetings: Chairing Skills

➔ Successful Meetings: Making the Most of Meetings

➔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)

