



"There always seems too much to do, How can I manage my time more effectively?"

Certificate in Time Management (1 day)

Overview: The Certificate in Time Management provides delegates with practical solutions to help them achieve more in less time using some established time management techniques.

The Course: The practical, interactive and supportive learning environment of this course enables delegates to review the way they currently work and consider some options to overcome their time management issues. In doing so efficiency improves and stress is relieved.

The Certificate in Time Management is a one day duration course and on completion all delegates receive a Certificate in Time Management Certification by GoodSense Training.

Course objectives:

By the end of this course delegates will be able to:

- > Identify your time management issues
- > Identify some practical solutions to resolve these issues
- > Create plans to achieve long- and short-term objectives

Through a combination of tutor input, group discussions and exercises, delegates address:

- > Barriers to effective time management
- > Personal Time wasters
- > The benefits of actively managing time

Session 1 Introductions

The objective of this session is to help delegates feel comfortable and to define what they want from the programme.

- > Introductions
- > Programme overview
- > Individual objectives and expectations
- > Introducing Action Plans

Session 3 Setting Goals & Planning

This session provides delegates with an opportunity to reflect on how forward-thinking they are. The group is presented with two approaches to planning, and tasked to identify a long-term goal before exploring what they have to do to make it a reality.

During the session delegates examine:

- > The difference between being efficient and being effective
- > Their approach to planning
- > Mind Mapping
- > Work Breakdown Structures

Session 2 Time Management Barriers & Beliefs

This session introduces the concept of managing time to the delegates and what it means to them.



Session 4 Prioritising & Scheduling

This session provides the delegates with an opportunity to reflect on how proactive or reactive they are. Using the 'daily logs' completed before the course, the delegates review their day to see how effective they have been.

Delegates are introduced to a simple scheduling approach, based on work done in the previous session.

During the session, delegates examine:

- > The difference between Urgent and Important
- > Prioritising work
- > Scheduling work
- > 'To Do' Lists

Session 5 Being Assertive

This session addresses how sometimes it is other people that steal your time. Being assertive isn't easy, so this session introduces a simple assertion model, and discusses how remaining assertive can help keep control.

During the session delegates examine:

1. Aggression
2. Assertion
3. Submission

Session 6 Hints And Tips

This session provides some specific help on some troublesome areas, such as:

- > Meetings
- > E-mail and phone calls
- > Paperwork

Session 7 Experiencing Freedom From Stress

Sometimes pressure can become too much and it is impossible to focus. This session provides guidance and exercises for the participants to use in order to regain focus and perspective.

Each delegate may identify with a different technique that feels more comfortable to them, so a variety of methods are put forward by the facilitator for consideration. Participants are encouraged to be creative and choose solutions that work for them.

Specific areas of focus are:

1. Nutrition
2. Exercise
3. Relaxation and practical techniques

Session 8 Planning and Review

This final session will enable the delegates to review the day and complete their action plans to help them transfer what they have learned back to their workplace situations.

Further information:

Pre-Registration requirements:

This Certificate can be customised to match your requirements. To find out more about our courses or to discuss a bespoke course please call us on **0113 258 0035** or email **info@good-sense.co.uk**

Suitability:

Everyone who finds managing their time an increasing problem at work or who is seeking to increase their effectiveness through changing old patterns of behaviour.