



## **Effective Time Management and Prioritisation**

### **1 Day Training Course**

Enabling individuals to increase their personal effectiveness and efficiency through intelligent time management.

**T** Training  
Interventions

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## Course Aim

To enable individuals to increase their personal effectiveness and efficiency through intelligent time management

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### About the course

Since we all have the same amount of time available to us, our ability to manage our time is the one thing that will make a real difference. That means focus. To be effective we need to spend the maximum possible amount of time on what is important - and that means spending less time on what is not important. Managing time better can be a dramatic step to improve work life.

This course brings time management to life through practical exercises, tools and techniques which show just where time is lost, its impact on you and others - then shows you how effective prioritisation and management of time can make a difference to your work-life balance.

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### Key Outcomes

Participants will learn to:

- Value time as a resource for themselves, their team and their business
- Focus on objectives and key areas of responsibility that bring real progress
- Organise themselves by distinguishing between progress and maintenance tasks
- Prioritise tasks and the unexpected
- Identify and overcome common time 'robbers'

### Who should attend

Suitable for any professional who wants to 'step up' their productivity through better use of their time.



## Course Outline

### Understanding Time Management

- Definitions and basic concepts of time management.
- The benefits of managing our time effectively.
- The importance of planning

### Time Challenge

- Participants take part in a practical exercise in prioritising, delegating and time planning.

### The Key Principles of Time Management

- The key stages in organising yourself

### Establishing Purpose

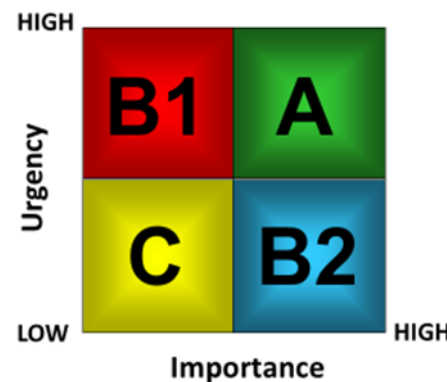
- Establishing our purpose at work
- Distinguishing 'purpose' from 'what you do' at work.

### Using and Sorting a To-Do List

- The rules of a 'to-do' list
- Identifying 'progress' and 'maintenance' tasks.

### Prioritising Tasks

- Establishing the difference between important and urgent tasks
- Deciding how much time should be invested in different tasks using the priority grid



### Scheduling Your Time

- Scheduling in a way that makes sure we achieve our purpose
- Getting the balance right when allocating tasks into our diary

### Getting Organised

- Participants have the opportunity to apply the key principles

### Increasing Personal Effectiveness

- An experiential exercise where participants analyse the way they use time and discuss their organisation's approach to time management planning, individual responsibility and level of efficiency.

### Video—30 Ways to make more time

- Time management with James Nesbitt. Using memorable and engaging characters in many different situations, this video highlights the right and the wrong ways of doing things.

### Action Planning

- Action planning the transfer of learning to the workplace



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## What Delegates Say

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“The course was relevant, clear and well presented.”

**Margaret Hughes,**  
**POYS Co-ordinator**  
**Lifelong Learning UK**

“The training was great fun, wonderfully engaging and the trainers passion really keeps you on task and interested.”

**Olivia Bostock**  
**Assistant Planner**  
**Iceni Projects**

“I gained the ability to properly differentiate between urgent and important tasks, prioritise them correctly and schedule my work.”

**Michelle Buckingham,**  
**Marketing Officer,**  
**Lifelong Learning UK**



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## Contact us

This course is available for in-house delivery or at a venue of your choice and can be tailored specifically to meet your business needs. For booking fees or further information contact us:

**0845 519 9395**

**[info@traininginterventions.co.uk](mailto:info@traininginterventions.co.uk)**

**[www.traininginterventions.co.uk](http://www.traininginterventions.co.uk)**

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### Related Training Programmes:

- Effective Delegation
- Coaching Skills for Managers