

# Time Management



## Introduction:

In the modern world we are continually being asked to achieve higher levels of performance under increasing time pressures. One in five of all workers will suffer from some form of stress and it can often be induced by a failure to manage one's time effectively.

Fraser & Associates have developed this short course to enable delegates to make more productive use of their time at work. The course explores links between time management and stress management and their effects on organisational efficiency.

## Topic areas covered;

- Techniques for prioritising tasks
- Assertiveness – Learn how to say “No”
- The balance between what is important and what is urgent

## Intended for:

All staff who wish to develop their own effective time management strategies.

## Outcomes:

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

- Recognise time-stealers;
- Understand the need to schedule personal planning time on a regular basis and retain flexibility for changing circumstances;
- Manage interruptions effectively;
- Plan effective meetings to maximise available time;
- Recognise the early warning signs of increasing stress levels;
- Be able to review progress towards objectives;
- Say “No” in an assertive but non-aggressive manner;

**Prior Knowledge:** No prior knowledge or training is required.

**Course Duration:** 4 hours

**Numbers:** Minimum by agreement with client  
Maximum 12 (Due to the high levels of interactivity required)

***Why not contact Fraser & Associates to discuss your Workforce Development needs?***