Training Course Outline

Course Title	**Effective Time Management**
Who is it for?	This training is beneficial to anyone who needs to get more out of their time with realistic prioritising that leads to focused action and greater accomplishment.
What is it about?	If feel that you have too much to do and not enough time, it can stop you enjoying what you do. This course will help you to build methods to set workable priorities and get more things done. Using these methods you will take an enlightened approach to your life and become more effective, knowing what is important and why. Your improvement starts at the course and continues in the workplace and beyond.
Overview of Course Contents	All course content is adapted to meet the specific needs of attendees at each course. The course can also be tailored to your precise organizational needs.

Overview of Course Contents (continued):

What you do:
- Using your time well - Planning
- Setting effective goals and objectives - SMART
- Focusing on the whole picture – Start, middle, end [Results]
- Get motivate, be more creative, produce more
- Sensible delegation - Assertiveness

When you do:
- Reality – Priorities and time scales
- Resources – What I do / What I need done
- Maintaining your focus – Side-tracking
- Important vs Urgent vs Not important
- Monitoring developments – Making effective changes

How you do:
- Think – Feel - Act
- Working with realistic expectations
- Get help – Get time
- Honesty – Yes and No
- Tips and tools for better organisation

What will you get from the course?
- ✓ Greater focus on your purpose and objectives, and how to achieve them
- ✓ Realistic techniques to effectively manage you time
- ✓ Action plan to raise your productivity and keep improving
- ✓ An open minded approach to working, helping and delegation
- ✓ Inspirational tools to fuel your actions
- ✓ Stress removal techniques