

COURSE OVERVIEW

Effective Time Management

TIMD-105



01892 535 550

www.timelyintervention.co.uk

til@timelyintervention.co.uk

Time management is crucial in business because it enhances productivity, reduces stress, and ensures that resources are allocated to high-impact tasks that drive results. Effective time use is a core skill for every manager and team leader.

This course explores how to plan, prioritise, and allocate time to tasks and projects to boost productivity and meet deadlines. Learners will gain practical techniques and tools to manage time efficiently and lead with greater focus and control.

Module 1: Managing tasks

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency, or productivity.

- The benefits of time management
- Efficient Vs Effective Time Management
- How to prioritise tasks
- Urgent Vs Important tasks
- Personal behaviour that can be adopted
- Workflow and task management

Module 2: Managing email

Email, when unmanaged, can quickly become a source of distraction and stress, clutter your day and drain productivity.

- How to organise email
- Reference Vs Action
- The importance of dedicating time to email
- The four Ds Decision model

Suitable for:

All Team Members, Managers, Supervisors, Team Leaders and other managers of people.

Skills achieved:

- Planning (Basic)
- Time Management (Basic)

Related Resources:

- Work-related stress Assessment
- Young person task assignment Assessment
- Performance Checklist
- Performance Improvement Plan Checklist

Benefits:

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

Estimated Time:

35 Minutes

Related Courses:

- Effective Goal Setting
- Managing Performance
- Effective Interpersonal Skills
- Dealing with a Grievance
- Effective Feedback