



# Time Management

Duration: 1 Day  
Accreditation: ILM

## Accreditation

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For an additional fee this 1 day workshop can be accredited by the Institute of Leadership and Management (ILM) under the title "Achieving Objectives through Time Management".

To gain accreditation delegates will be required to complete a short assignment. This accreditation can also be used as a credit towards an ILM Level 3 Award or Certificate.

## Introduction/Summary

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**Busy, Busy, Busy all day long, but at the end of the day what has been achieved. It is easy to be busy, but 'busy' is not effective.**

This programme works to develop not only skills for managing time, but also develops a positive attitude towards it rather than letting time manage us. At the end of the day the delegate will know how to use effective time management and objective setting techniques to improve their organisational skills.

This is a highly interactive course which encourages application into real life situations and can be tailored to meet your needs and delivered at your own premises.

## Content

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The workshop aims to cover the following content:

- How to set SMART objectives
- Setting priorities to achieve objectives
- Urgency v. Importance when prioritising
- Negotiating techniques
- Time logs
- Constraining or limiting factors
- Application of simple planning and monitoring techniques
- Methods to measure achievement of objectives
- More hours in the day are not the answer, look to high leverage activities to bring long term results
- How to get others to buy into time management
- Educate others to understand the value of their time, whilst maintaining good communications and relationships
- Be flexible with time without building barriers
- Understand the personal effects of poor time-management

## Requirements/Pre Requisites

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There are no pre-requisites for this course.