



# Making better use of time & organising yourself

## Overview

A course, which examines how time is used at work and identifies good practice to get your role under control!

## Aim

To enable delegates to identify "lost" time at work and to plan and prioritise tasks to make best use of time and enhance productivity.

## Content

By the end of the course, delegates will:

- Recognise the key result areas in their role
- Be able to prioritise according to importance and urgency
- Challenge their own attitudes and behaviours with regard to time to eliminate "time thieves" and bad habits
- Have learned 10 ways to be more effective at work
- Be able to plan work tasks ahead with regard to priorities for themselves and their team
- Know how to say "no" in the right way where appropriate and discourage others from stealing their time.

## COURSE COST

£175 + VAT

Duration: 1 Day

HELD AT  
**CHALLENGE TRAINING &  
CONFERENCE CENTRE**

"I can't wait to get back to work to try out the techniques – thank you"

**Tony White**  
Manager PTW LTD



For further information or to reserve a place on this course contact us :

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