

Rightrack ... a little bit of magic

Time Management
a 1 day programme



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Introduction

This is an essential programme for almost everyone who has deadlines to meet, and responsibility for organising their own workload and priorities.

This programme explores the fundamentals of time management, and leaves participants motivated to put their plans and newly acquired ideas and techniques into action.

Main Features

- Analysing individual working styles and how they impact on time management
- Understanding how behaviours effect time management
- Understanding how much time you can manage and how much is outside of your control
- Appreciating the need for goals and targets and achieving best results by using them
- Prioritising the tasks & workload of yourself and others
- Selecting time management tools that complement natural preferred behaviours
- Managing interruptions and other barriers to successful time management
- Action planning

Key Benefits

- Increase in productivity
- Improved delegation
- Reduction in stress levels
- Improved quality of output
- Less errors and re-work
- Clearer goal and objective setting
- Improved planning and routine strategies
- Increased personal confidence



Further Detail

- Analysing individual delegate's working styles
- Setting SMART objectives
- Setting personal deadlines
- Prioritising tasks & workload
- Prioritising by urgency and importance
- Removing the myths
- The "bubble-sort" technique
- Identifying and dealing with time wasters
- Identifying personal barriers to success
- Streamlining work areas
- Where does delegation fit?
- Appreciating accountability and responsibility
- Managing your behaviour to ensure best use of your time
- Selecting time management tools that complement natural preferred behaviours
- Tactics for exploiting time to the full
- Managing time vs fighting it
- Knocking down the barriers to managing your time
- Managing interruptions
- Create a personal action plan



Programme Options

This is an in-company programme with the following options:

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| Available Packages: | Ready-to-Go - An 'off-the-shelf' training programme delivered by one of our training specialists at a location of your choice Customised - We tailor our ready-to-go programme to meet your needs, including your case studies, your examples and your company specific information. Company branded programmes also available Bespoke - We research, design and deliver the programme specifically for your needs |
| Duration: | 1 day |
| Materials: | Folder, workbook, handouts, pen and certificate of attendance |
| Support: | Research - Pre-programme research visit or telephone discussion Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme Righttrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme |
| Dates & Location: | To suit you |
| Delegates: | Up to 12 people |
| Style: | Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change |
| Learning Methods: | We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning |

