

## Time Management

This time management course is aimed at helping delegates make the most of their time by prioritising. This is achieved by recognising and avoiding time-wasting situations.

### This course suits

Anybody who has discretion about their use of time and wishes to improve how they use it.

### What delegates will gain from the course

- Awareness of how much of the working day is currently wasted
- Expertise in dealing with interruptions
- An understanding of how tasks can be better organised, delegated or eradicated
- Proficiency in setting goals and attaining them

### Timetable

09:30 - 10:00 Coffee & Time Management Course Objectives

10:00 - 11:15 Current Time Management Practices  
*(Patterns of behaviour at work which impact on time management. Time stealers and the common traps - Exercises)*

11:15 - 11:30 Coffee break

11:30 - 12:15 Analysing Own Work Pie Chart: Relationship to Business Objectives  
*(Where does my time go; where should it be directed; "the clock and the compass")*

12:15 - 12:45 Taking Charge: Time Logs and Order Planning:  
*(How to make an initial impact on my time management)*

12:45 - 13:45 Lunch Break

13:45 - 14:30 Taking Charge: Urgency and Importance  
*(Understanding the drivers. Who sets the agenda? The Customers' needs. Analysing the optimum approach. The way we work. Prioritising and reprioritising)*

14:30 - 15:15 Techniques for Improvement: Self Action  
*(Handling paperwork, technology, interruptions, diary)*

15:30 - 16:30 Techniques for Improvement: Using Others  
*(Delegation, a different approach to meetings)*

16:30 - 16:45 Summary & Action Plans Agreed

## **PTP Terms & Conditions**

### **Delegate Substitution**

Substitutions can be made at any time without incurring a penalty.

### **Cancellations**

The following charges apply if you cancel:

30+ days before a course = £30.00 administration fee

14 - 30 days before a course = 50% of the course fee.

7 - 14 days before a course = 75% of the course fee.

0 - 7 days before a course = 100% of the course fee.

### **Why do we charge cancellation fees?**

Please note PTP specialises in providing training in small groups. We will run a course with as little as 2 delegates. This ensures that there is less chance of postponements and that our training is always highly tailored to the individual. It is because of this policy we have the above cancellation fees. If you rebook the same course, then you will only be liable for 50% of the above penalties e.g. If you call to transfer a delegate 15 days before he/she is due to attend a course to a later course date the penalty will be 25%.