

Time Management & Organisational Skills

Course Objectives

To enable delegates to:

- Understand the need for this type of self-management
- Develop a structured plan
- To see how and why things go wrong and put in place procedures for correcting this.

Course content

- So what do you want to achieve?
- The benefits of good organisation
- S.M.A.R.T. Goals
- Identifying problem areas
- Changing habits and setting objectives
- Tyranny of the urgent
- Time management or crisis management?