

<b>Personal Effectiveness</b>	
<b>Session Code</b>	PE03
<b>Session Title</b>	<b>Time Management</b>
<b>Topics Covered</b>	<b>Effectively prioritise and align your activities to ensure maximum impact</b>
<b>Delivery</b>	<b>Half Day (4 Hours) - tutor led f2f or online sessions</b>
<b>Minimum - Maximum Number of Delegates</b>	<b>1-10</b>
<b>Who will benefit?</b>	<b>Employees at all levels</b>

<p><b>Content</b></p> <ul style="list-style-type: none"> <li>▪ Managing my activities in each 24-hour day</li> <li>▪ Difference between urgent and important</li> <li>▪ The 3P's of time management</li> <li>▪ Scheduling yourself and using a diary</li> <li>▪ Saving time at work - meetings, delegation, communicating information etc.</li> <li>▪ Stopping (common) time stealers</li> <li>▪ Our personal and family time: the link with work time management</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>▪ Manage yourself and your time more effectively</li> <li>▪ Stay in control of events and time</li> <li>▪ Decide what's important, what's urgent and what takes priority daily</li> <li>▪ Manage conversations with your line manager to ensure priorities are aligned</li> </ul>
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