

100% Effective

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Online Time Management Training

Quality - Support - Innovation

Our Time Management training course will give you the skills you need to make the most of each day, without feeling burnt out by the end of it. This means increased productivity without increased hours in the office!

Individuals with good time management skills use their working hours wisely and efficiently, making them invaluable employees. What's more, their ability to prioritise well and delegate with success makes them excellent team leaders.

Starting by adjusting your perspective on time and how to tackle your workload, you will

complete the course with the ability to prioritise effectively and delegate with success. You will learn tools, tips and tricks on how to manage your time and develop a routine that works towards your goals.

This online course can be completed in your lunch break, and is fully optimised for all devices.

You will have 24/7 access and can learn anywhere that you have an internet connection. You'll also have one month's access to the course, giving you plenty of time to work through all the material.

100% Effective's free online Time Management training has a high customer satisfaction rating, with an average score of 5 stars out of 5.





Fully optimised



24/7 access for
one month

Is it for me?

Benefits

By improving your time management skills you will become a more productive and happier individual, both personally and professionally.

On completion of our Time Management course you will:

- Be able to organise yourself and your workspace for peak efficiency
- Understand the importance of setting and achieving goals
- Have a range of tools and techniques to set and achieve goals effectively
- Know how to identify priorities and develop plans for completing them
- Have the ability to delegate efficiently and effectively
- Take control of things that can derail your workplace productivity

Course Content

This Time Management training course will transform the way you use your time. You will learn to plan, prioritise and delegate effectively, and know how to tackle any to-do list in the most efficient way.

Our Time Management training includes the following:

- Assessing your current time management skills
- Adopting a new perspective and learning to prioritise
- Setting goals and creating a plan
- Using SPIRIT to plan goals
- Tips, tricks and tools to plan effectively
- Organising your environment.
- Setting a routine that works for you
- Improving your work-life balance by becoming BOLD
- Learning to delegate effectively.
- Putting an end to procrastination
- Getting organised in the workplace
- The batching technique.
- How to successfully manage your workload
- The role of reflection in time management

There are no prerequisites for taking this training course.

While this course has been designed with professionals in mind, it will prove invaluable to anyone feeling as though there are simply not enough hours in the day. The tools and techniques taught can be applied to both your personal and professional life.

