

Professional Skills.

It's About Time.

Overview.

It's About Time increases the time you have available to get things done by transforming people's approach to time management, giving them the strategies to control – not be controlled by – Time. This programme applies to every type of situation and is designed to be both practical and fun. It instils best-practice time-management skills into each participant's working habits, no matter what their situation. These new habits become a highly effective base on which participants can begin to prioritise and manage their workloads effectively.

Business benefits.

This programme facilitates the development of a highly productive, 'can-do' business culture. Participants are able to do more important things in less time. Increased business performance results from doing the right things first.

Outcomes.

- Alter belief-systems around their use of time
- Adopt new winning time-related behaviours
- Capitalise on proven time-management methods
- Prioritise, focus, and plan, their time more effectively
- Streamline business meetings, emails, and unexpected demands
- Cope with the stress of 'limited time'
- Evaluate Chronos & Kyros time
- Control time rather than letting time take control
- Make time to invest in the future
- Assign cost and value to daily routines, tasks and meetings
- Handle their in-trays: whether paper, electronic or 'mental'
- Plan the next 30 days in detail.

Duration.

1 day.