



PJEndicott

Tailored training solutions for your organisation

Managing Time and Information

Time is a precious commodity in this busy age but many of us unwittingly waste time each day through the way in which we work. This can be the result of not understanding our role clearly, role drift (in which our role changes over a period of time), or poor management resulting from poor time planning and/or procrastination. Whatever the reason, getting back on track will leave you feeling more effective, improve your energy levels and minimise the risk of suffering work-related stress.

Time Management module

Where does all our time go! We often feel that time has flown by and we are left with too much to do in too little time. This module looks at how our well-planned times suddenly disappears as if by magic, leaving us frustrated, and with work left undone. Delegates will learn how to spot the activities in their daily routine that take longer than realise and cost them precious minutes.

Information Module

Today we are surrounded by information emanating from all manner of sources and through many different types of media. This module helps delegates to identify where information is coming from and to develop effective ways of determining how to deal with each piece of paper or email that lands on their desk.

Who is this course for?

This course is fun, practical and useful for everyone, and particularly valuable to all of us who lead busy lives.

Course outline

This course provides an interesting, practical and helpful introduction to the subject of managing time and information and how to:

- Identify your time traps
- Identify your most productive working times
- Develop strategies for managing time effectively
- Prioritise and plan effectively
- Deal with unexpected events and requests
- Recognise the signs and symptoms of information overload
- Manage sources of information to avoid overload

Certificate of Attendance

A certificate of attendance is available for CPD purposes.

What will this course help you to do?

This course will enable you to recognise stress in yourself and others, and enable you to put into place strategies to manage stress before it can adversely affect your health. You will be able to recognise how you react to stress and to use the skills taught on the course to help you relax.

How to get the best out of the course

- Try to arrive 15 minutes before the course is due.
- Before the day - think about which two or three skills or pieces of information could make a real difference to you. Your tutor will aim to cover these on the day.
- A full information pack will be provided – you will not need to make any notes