

# Time Management



**Are you looking for ways to effectively manage your time?**

## Introduction

Time management is an essential skill we all need. This course will show you time saving techniques and strategies to enable you to be more productive, meet deadlines and achieve goals.

## Objectives

- Plan and prioritise your workload
- Deal with distractions
- Plan ahead to meet deadlines
- Identify the difference between proactive and reactive working

## Content

The sessions are as follows:

Session 1 Essentials of Time Management

Session 2 Taking Control of Your Time

Session 3 Managing Your Workload

Session 4 Planning Ahead

### Main topics covered include:

Understanding time management

Planning and prioritising

Managing interruptions

Procrastination

Avoiding taking on too much

Delegating

Managing email

Managing phone calls

**Group Size:** up to 12

**Duration:** half day (three hours)

For more information, email us at [info@garybedingfield.co.uk](mailto:info@garybedingfield.co.uk)

Gary Bedingfield is a fully qualified further education trainer with 20 years industry experience and a passion for helping people reach their full potential. He started his own business, Gary Bedingfield Training, in 2009, and delivers trainer training, staff development, employability skills, IT and personal development to clients across the UK including NHS Scotland, CBRE, BP and many local councils.

### **Gary Bedingfield Training**

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