

Time Management (1 day)

INTRODUCTION

Few factors contribute more to personal efficiency and effectiveness than how we manage our time. Time Management is about bringing your personal and business life under control by identifying the key priorities and by devoting your time to do the “right” things. Sound time management reduces personal stress levels and puts you in control - you are running the job not the job running you.

During this course delegates will cover a number of key areas including procrastinating, priorities, goal setting & planning your time; personal & desk organisation; managing email and phone-calls and maintaining a work life balance.

COURSE OBJECTIVES

At the completion of this course participants should be able to:

- Describe how to gain control over their time and improve their time management
- Identify means of increasing their effectiveness and efficiency on the job
- Identify and decide on action to deal with time stealers
- Display improved competency in time management

COURSE CONTENT

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| • Time wasters | • Personal and desk organisation |
| • Assessing your time management | • Managing email |
| • Keeping a time log | • Managing the telephone |
| • Action plan for less procrastination | • Time management and others |
| • Prioritising and goal setting | • Understanding stress and its causes |

COURSE INSTRUCTOR

Tony Buon Dip. Wel., B.A (Psych), M.A (Hons) M. Litt (equiv) Dip Med, Grad Edu, CEAP, Cert.Med, MMII

Tony is a very experienced workplace psychologist, coach and published author. He is a Certified Employee Assistance Professional (CEAP) and a Certified Mediator (MII).

Tony’s latest book was published in April 2014 by Hodder & Stoughton and is *The Leadership Coach*. His next book, *Communication Genius: 40 Insights from the Science of Communicating*, will be released in late 2015.

Tony holds graduate and post-graduate degrees in psychology, behavioural sciences, and workplace education. Tony has taught Leadership, Psychology and Human Resources Management up to Master’s Level in Universities and Colleges in Australia and the UK and has also taught on an accredited M.B.A. programme.

He has worked with a number of leading organisations including 3M, ABB, Accor, ADCO, Atos, AXA, BP, BUPA, CIC, CNPC, Chevron Texaco, Coca-Cola, Continental Tyres, CSR, Diageo, Dolphin Energy, Dublin Airport Authority, DuPont, Halliburton, KNPC, London Hospital, Marathon Oil, Midlothian Council, NHS, Scottish Police College, Shell, Sonatrach, Sydney 2000 Olympic Games, Talisman, and University College London.