

# Time Management

## A bite sized workshop to improve time management

Do you ever feel that you have been extremely busy all day but go home feeling that you haven't achieved anything? Do you find it difficult to make in-roads in to a 'to-do' list because of interruptions from colleagues, the phone and emails? Are there simply just not enough hours in the day? Would you welcome some really useful and practical tips to manage your time more effectively? If so, then our Time Management Bite Size Workshop is for you!

## Who should attend?

Our new bite-size workshops provide all the skills and tools that busy people need quickly and effectively. Our half-day workshop will cover all the important areas that need to be covered without any waffle or padding!

Here's what People Management magazine has to say:

**“The evidence is that the bite-sized workshop does deliver.”**

## Workshop content

- How your time should ideally be spent at work so that you can become both efficient and effective
- A simple time planning system that will help you to prioritise work activities using urgent and important
- Practice of setting priorities for work-based activities through the completion of an in-tray exercise
- Tips and techniques for managing time effectively eg the 4 D's and 'surgery time'
- Practical and helpful solutions to deal with 'time thieves' in the workplace such as emails, meetings and interruptions
- The most effective ways to say 'no' without giving offence
- How your work time is currently balanced with that at home (or not)

## Book today

By investing in this bite sized workshop you will transform the time management skills. To book your place call **07860 700575**.

To book call **07860 700575** or email [annette.handford@hja-consulting.com](mailto:annette.handford@hja-consulting.com)