

## Time Management & Prioritising Work Course Card

### Course Aims

In this session you will learn a variety of time management techniques that will enable you to develop your personal plan for effective time management. This course teaches you how to budget time more effectively, so that you can make improvements to your working day, your output and your quality of life.

By the end of this session, attendees will:

- Define time management and be able to recognise what good and poor time management is
- Describe the benefits of time management
- Identify how other people manage their time
- Understand the importance of setting clear goals
- Minimize wasted time and distractions in the workplace
- Dealing with unexpected events that steal time
- How to say 'no' to some 'now' requests
- Improve ability to plan and prioritise own workload to manage time effectively

### Course Benefits

- Be able to manage time effectively
- More confident in your ability to prioritising workload, goal setting and delivering objectives
- Gain a nationally recognised qualification

### Who should attend this Course?

This course is for busy people who want to be able to manage their time in the most effective way possible. In one practical, skills-based course you will learn how to take control of your time and use it as effectively as you would like.

### Price

Workshop - £125 per delegate, which includes the City & Guilds registration fee. 1 day workshop including lunch and a delegate workbook.

### Further Information

This is a one day training event scheduled across a variety dates in 2015. To see when and where we are next running this event or to book, visit our website [www.blythconsultancy.co.uk](http://www.blythconsultancy.co.uk) or call us on 0141 334 4788. You can also email your enquiry to [hello@blythconsultancy.co.uk](mailto:hello@blythconsultancy.co.uk).

Booking terms and conditions are available on our website.

t: 07736339031 e: [anne@blythconsultancy.co.uk](mailto:anne@blythconsultancy.co.uk) w: [www.blythconsultancy.co.uk](http://www.blythconsultancy.co.uk)