GO.COURSES

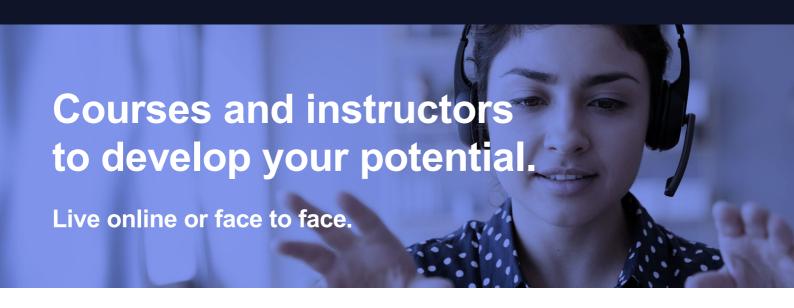## Courses and instructors to develop your potential.

Live online or face to face.

Time Management - Get THE Most From Your DAY

By the end of this course, you will:

Understand your own natural style of time management.

Be able to carry out a time and task analysis of your current workload.

Understand how to prioritise and schedule tasks more effectively and use SMART objectives.

Recognise how to overcome procrastination and distractions.

Know how to motivate yourself to get tasks done to increase your productivity.

Know how to manage expectations, be more assertive and delegate tasks to others.

Understand the benefits of using to-do lists, calendars, project management tools, time trackers, the 80/20 rule and the Pomodoro technique.

What will I learn?

LESSON 1

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

📞 Call us: 01225 308979

✉ Email us: info@go.courses

Styles of Time Management - Natural styles of time management, self-reflection and how to carry out a time and task analysis.

LESSON 2

Prioritisation - Prioritising and scheduling tasks, SMART objectives, delegation and taking breaks.

LESSON 3

Motivation and Productivity - Procrastination, distractions, self-motivation, productivity, managing expectations, assertiveness and perfectionism.

LESSON 4

Additional Time Management Tools and Techniques - To-do lists, the 80/20 rule, digital calendars and planners, project management tools, time and habit tracking tools and the Pomodoro technique.