Time Management Course

Are you feeling constantly rushed and overloaded with work? Are you unsure which items to tackle first from a long "to do" list?

If this sound familiar to you, then our professionally structured Time Management training could be the course that helps you manage your time more effectively.

Poor time management and prioritisation can impact the well being of an individual and their ability to focus on and complete one task at a time. Persistent procrastination will be the order of the day.

Many people spend their days in a frenzy of activity, but achieve very little, because they are not concentrating on the things that matter the most.

This can have negative implications on organisations and businesses. Time management is about working smarter and taking control of your workload. The Time Management course will provide delegates with the skills needed to manage their time and tasks effectively.

Who should attend?

This time-management course will benefit any busy individual who would like to consider how they can regain control of they way in which they use this most precious and finite resource.

Aksaa can work with you to design and deliver training programmes which are tailor-made to your requirements.

Course objective

By the end of the course, participants will be able to:

- Prioritise workload to ensure the right things are done at the right time.
- Differentiate between important tasks and urgent tasks.
- Delegate work effectively and confidently and to check that the work is carried out.
- Note down clear objectives about what they want to achieve.
- Be assertive in managing workloads effectively.
- Deal with procrastinations.

To find out about our other courses, please check out our website: **www.aksaa.co.uk** or contact our offices.

The fee is £150 plus VAT per delegate or £1500 plus VAT plus expenses, for up to 20 delegates for an in-house course.