



Supporting Chartered Accountants since 1886

EFFECTIVE TIME MANAGEMENT

1 day course

AIM

To understand the principles of effective time management, to identify personal “time thieves” and learn and practice techniques to increase personal effectiveness.

PROGRAMME

- What can Effective Time Management give me?’
- The Cost of Ineffective Time Management
- The myth of Time Management.
- Identifying personal “time thieves”
- Setting & Achieving Goals
- How to set Priorities
- Handling Interruptions Effectively
- How to Say ‘no’ without Giving Offence
- Handling the E-Mail Deluge
- Putting it into Action