



## The Course

### In brief...

The meaning of Time management is in its name itself. The habit of managing your time effectively and efficiently so that you have time for things that are important in your daily life. This effective management of time enables you to be less stressed and more laid back even with your hectic schedule as now, you have managed your time according to your needs. In simple words, this process consists of you and your brain discussing what activities are the most necessary for you and how much time should you allocate for this specific work from your schedule.

Time Management skills are in high demand as organisations like to hire those individuals who can organise their time and be more productive, efficient, and more likely to meet deadlines as well as their requirements.

Time Management skills are beneficial in both our personal and professional life. Our Time Management training course is specifically designed to enhance your skills in planning activities, identifying objectives and goals, scheduling tasks prioritising essential tasks and recognising your time stealers. Work smarter not harder.

Following are the benefits you will get from the skill of Time Management:

- You will tend to get more care-free and comfortable with your schedule instead of being stressed and uneasy.
- Time Management increase your productivity in your daily tasks as now you have allocated adequate time required for the completion of each work.
- You will be able to easily delegate your responsibilities and be able to say 'NO' when necessary.

Well, the benefits are a lot when it comes to Time Management but how can you learn this special skill? Here, we come

### Who is it for?

Staff and Managers to enable them to become more efficient in the workplace and personal life.

What the Course Leads to

### What courses can I do after this?

You may wish to attend further business skills or management development workshops.

What do I need to apply

### To do this course you should have...

There are no formal entry requirements.

Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
SQLXPZ2151	30/08/2021	£210.00	£210.00	£210.00

## Key Information

### Duration

1 Day

### Attendance

Part-time

### Level

Other Courses

### Qualification Name

College Certificate

### Awarding Body

Bournemouth & Poole College

### Curriculum Area

Business, Digital, Leadership & ESOL - Commercial Delivery

\* Please note fees are subject to change.

## Costs

£185.00

There are no fee reductions available for this course.

## Course Content

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During this one day workshop you will:

- Learn techniques to help you use your time in a smarter and more effective manner, by prioritising, planning and delegation
- Set goals and targets more likely to be achieved with reduced stress
- Learn how to prioritise, organise, delegate and deal with interruptions and procrastination
- Learn how to analyse personal use of time

### Next Steps ...

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