

# Time Management

## Programme Overview

### Summary

In a post-Covid world and when teams often work remotely or without direct daily contact, time management is more important than other. Leaders and managers face multiple challenges from managing their own workloads and those of their teams to ensuring productivity whilst minimising stress and anxiety levels.

This workshop will provide the tools and techniques that leaders can use to effectively minimise time traps and organise, prioritise, and manage workloads, making the best use of working hours and maintaining a culture where time is a valuable asset

### Style and Approach

Interactive and participative using a mixture of digital tools, breakouts/groups, facilitator input, group discussions and debates, facilitator and peer feedback

### Programme Structure

Half day (3.5 hours)

### Audience

This course is for anyone that needs hints and tips to manage their time better.

### Group size

16 Participants

# Programme Overview

## Programme Topics

- Time Traps
- Minimising distractions and procrastination
- Organising work activities
- Prioritising work activities

## Outcomes

Having attended this workshop, participants will be able to:

- Stop being busy and start being productive
- Overcome the behaviours and patterns you have that are stopping you from getting on with the most important tasks
- Handle interruptions and distractions so you can stay focused at work
- Make the most of technology that can improve personal productivity

How to Apply:  
You can self-nominate via Oracle.