

Time Management

Date: Wednesday 3 March 2010

Time: 9am - 12noon

Venue: TBA

Cost: £75

Tutor: Lucy Mallet

Course Description

Sometimes hard work and long hours are not enough to keep on top of the work schedules that you may have. With increasing workloads, e-mails, telephone calls, questions from colleagues and extra work requirements you can feel as if work is getting on top of you and you are not always able to complete all tasks.

Effective time management is critical to your productivity during a working day. By making time work for you, not only will you be able to keep on top of your work load but also progress your objectives. Taking control of your time through time management may not enable you to decrease your work load, but will enable you to prioritise your schedule, assertively deal with colleagues and take control.

This time management course will give you new tactics to deal with your work loads and time pressures effectively.

Course Content

- Identifying the stress of poor time management
- Determining your time style – identifying your current strengths and opportunity for improvement
- Identifying time wasters and how to deal with them
- Dealing with Interruptions
- Tips for setting and achieving goals (including using the SMARTER model)
- Using a time log or calendar in Outlook/Lotus Notes
- Tips on using and managing your emails and paper

Please contact Martine Ellis at the Guernsey College of Further Education on 737925 or email martinee@gcfe.net to book your place.