Effective Time Management

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Time is a form of currency, and the ways you talk about it illustrate its value: people say “Time is money,” and “My time was well spent,” or “It's a waste of time.” Like most professionals, you've probably struggled with managing time effectively. In this course, you will acquire day-to-day time-management tools that will help you more effectively use your time so you can direct your energy towards fulfilling your short- and long-term professional and personal goals. Your time is a precious and limited resource. Too often, you may feel frustrated that there aren't enough hours in the day to accomplish everything you hope to do. Effective time managers enjoy the satisfaction of directing their talents and energy towards productive, goal-centered activities. Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how.

About This Course

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Who Should Attend

Professionals in a variety of fields who are seeking improved time-management skills, so that they can meet their long-term goals and perform more effectively will benefit from this course.

Prerequisites & Entry Requirements

General Prerequisites:

To ensure your success, we recommend you have some level of work experience in any of a variety of organizational settings, and general end-user computer and Internet skills.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

State your goals. Analyze how you are currently allocating your most precious resources: energy and time. Identify elements of your personal work style that contribute to your effective use of time. Assemble a collection of time-management tools and strategies that you can use to take control of your time. Create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

Detailed Course Outline

1. Defining Goals

- Define Time Management
- Describe Your Dreams
- Identify Regrets
- State Goals

2. Analyzing Energy Allocation

- Create a Time Long
- Analyze Tasks
- Analyze Time Usage
- Analyze Energy Flow

3. Identifying Personal Style

- Review a Successful Day or Project
- Analyze Your Preferences
- Identify Personal Strengths
- Identify Personal Motivators
- Reduce Time Wasters

4. Assembling the Toolbox

- Negotiate for Success
- Delegate Tasks
- Choose Tools that Work for You

5. Creating a Time-Management Action Plan

- Create the Action Plan
- Evaluate the Time-Management Process

Frequently Asked Questions

Q: What delivery options are available for Effective Time Management?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Effective Time Management course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Effective Time Management training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Effective Time Management?

Yes, we provide corporate training, dedicated training, and closed classes for Effective Time Management. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Effective Time Management?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Effective Time Management training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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