

# ACHIEVING OBJECTIVES THROUGH TIME MANAGEMENT



**“Time is the coin of your life; it is the only coin you have and only you can determine how it will be spent ... be careful lest you let other people spend it for you.”**

Carl Sandburg (1878-1967)

Achieve your goals, in a more organised way, in less time ... and prevent others from spending it for you!

## COURSE OUTLINE

- ❑ Goals
- ❑ Managing your workload
- ❑ Priority Matrix
- ❑ The new Workable Action Plan
- ❑ Reactive -v- Proactive Time
- ❑ Time Stealers
- ❑ The most productive part of the day
- ❑ Planning your work area
- ❑ Dealing with interruptions
- ❑ The Art of Delegation
- ❑ SMART Objectives

When completed as a full qualification, this programme is worth 1 credit towards

[ILM Level 3 Award in First Line Management](#)

### Who should attend?

All Personnel

### Prerequisite

No formal entry requirements

### Duration

One Day

### Assessment Format

This is a non-certificated programme

### Programme Delivery

Open Programme  
See our [Open Programme Calendar](#)

In-House  
On dates to suit your organisation

### What's Next?

Delegates may wish to continue on to:

[ILM Level 3 Award in First Line Management](#)



## Further Information

For further details on this programme or to discuss whether it is suitable for your needs, please contact us on **0870 0660 328** or email [training@careerstepsLtd.co.uk](mailto:training@careerstepsLtd.co.uk)