

Effective Time Management Skills Part One

Half Day Course

Rating: ★★★★★ 4.8/5



Introduction

When we are efficient with our time, we get more done and improve the quality of our work. This results in a better work/life balance and improved wellbeing.

Hamilton Mercer's Methodologies™ help people get organised, remain focused, boost productivity, optimise efficiency and meet important deadlines.

Learning Objectives

Upon completing this course learners will be able to:

- Set achievable goals and pinpoint opportunities for optimising work schedules.
- Prioritise tasks based on their 'importance', 'urgency' and 'significance'.
- Manage a variety of 'planned' and 'unplanned' tasks.

Audience

People of all experience levels and seniority that want to improve personal performance, wellbeing and work/life balance.

Return on Investment

Performance outcomes include:

- Optimised productivity – doing more work, achieving more personal goals.
- Faster working – completing high-quality work more quickly.
- Delivering greater value – spending more time on high-value tasks and projects.
- Improved wellbeing – less stress, more control over workload.



Course Content

Module 1: Prioritisation Skills: High Value Working & Decision Making

Learning Outcomes

- Recognise the characteristics of Time Management Masters.
- Objectively prioritise tasks based on their importance, urgency and significance.
- Make quick decisions when changing priorities demand immediate attention.

Methodologies

- Time Management Masters Performance Model™
- Prioritising Workload Effectively: Eisenhower's Principle & Significance Principle

Module 2: Planning & Structuring Your Working Day

Learning Outcomes

- Keep on top of workload, instead of constantly reacting / responding.
- Manage multiple projects simultaneously without feeling overwhelmed.
- Prioritise work with realistic estimates of time for completion.

Methodologies

- Establishing Time Block Categories
- Creating Effective To-Do Lists
- Populating a Calendar with Time Blocks and Tasks
- Managing a Smart Schedule

How to Book

Book Online

<https://hamiltonmercer.co.uk/theportmanestateacademy/>

Email

r.mcnulty@hamiltonmercer.co.uk

Dates, Locations & Timings

The Portman Estate Office

40 Portman Square, London W1H 6LT

Wednesday 12th April 2023: 9.30am – 12.45pm

Wednesday 13th September 2023: 9.30am – 12.45pm

Hamilton Mercer's training sessions are

Friendly, Highly Engaging and Humorous.



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This course is part of the **Customer Service and Personal Development Academy** provided by Hamilton Mercer