

Effective Time Management Skills Part Two

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:

- Enhance efficiency by refining the time it takes to complete tasks.
- Remain focused in office and hybrid working environments.
- Quickly assess the suitability of ad-hoc requests and manage expectations assertively.
- Set boundaries with colleagues to create effective work relationships.

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:

- Meeting more deadlines – due to improved attention management, focus and decision-making.
- Improved wellbeing – less stress, more control over workload.



Course Content

Module 3: Remaining Focused & Productive

Learning Outcomes

- Prevent distractions and maintain focus on high-value Tasks.
- Keep the brain engaged and motivated to perform.
- Manage 'time stealers' and unwanted distractions.

Methodologies

- Reigning-in Perfectionism
- Overcoming Procrastination
- Managing Distractions

Module 4: Expectation Management

Learning Outcomes

- Objectively validate the priority level of ad-hoc requests.
- Feel empowered to take time before making 'on the spot' decisions.
- Confidently share priorities and manage the expectations of others.

Methodologies

- Assertively Handling Ad-Hoc Requests™

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

Thursday 18th May 2023: 1.45pm – 5.00pm

Wednesday 4th October 2023: 1.45pm – 5.00pm

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