

# Time Management - Attention Management

Half Day Course

Rating: ★★★★★ 4.8/5



## Module 1:

### 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 2:

### 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'

## Location & Delivery Style

4th Floor  
One Great Cumberland Place  
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Hamilton Mercer's training sessions are  
**Friendly, Highly Engaging and Humorous.**



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