

# Time Management - Boosting Productivity

Half Day Course

Rating: ★★★★★ 4.8/5



## 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

## 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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