



## Time and Meeting Management

The management of time helps you to take control of your workload: achieve all vital tasks and gain time for wider thinking, innovation and productivity. Time once spent is never retrieved so it is vitally important that every second is spent on important and valued pursuits.

Well planned and executed meetings achieve their intended purpose: accessing the expertise, experience, ideas and opinion of those present to review and make decisions on work in progress and future plans. Effective meetings bring the right people together, at the right time, to discuss the right content.

This course helps you to take control by showing you straight forward methods to get back precious hours every week and achieve effective meetings. It enables you to spend your time productively: thinking, producing outstanding results and enjoying a good work/life balance.

*“Know the true value of time, snatch, seize and enjoy every minute of it” – Lord Chesterfield*

This course:

1. Clarifies how you are currently spending your time and how you would prefer to do so in the future
  - Determines the difference between urgent and important activities and helps you to prioritise
  - Recognises how your responses to stress affect how you spend your time
  - Explores the benefits of delegation and how to engage in it effectively
  - Eliminates time wasting
  - Equips you with strategies for sustaining your own effective use of time
2. Reviews the characteristics and criteria for effective meetings
  - Takes you through the essential steps for preparing, delivering and following-up on productive meetings

This course is perfect for anyone involved in the world of work. It enables you to manage your own time and meetings, as well as having a positive impact on the work and morale of your colleagues.