

## Who is the course for?

- Staff who feel that they do not have enough time to do their job
- Staff who feel stressed about their workload

## Course objectives

- Understanding why you don't feel you have enough time
- Learning what you can do to change your view
- Provide tools and techniques to help you manage your time better

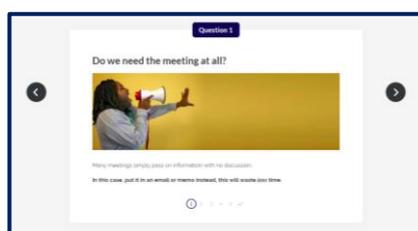
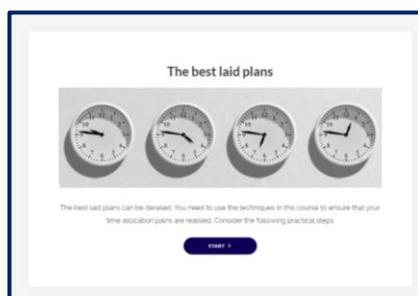
## Features

- Based on over thirty years' experience in management and leadership training
- Based on over twenty years' experience in online and blended education
- Lots of planning templates and practical examples
- Cloud based software as service delivery to wide range of platforms

## Who are we?

AGLC have been trading for 10 years. We supply learning solutions to a wide range of organisations from local small companies to UK Dept of BEIS, Universities and the World Bank amongst other global agencies, and our collaborators include academic environmental management experts

Time is one of our most precious resources. There is rarely enough to go around, but we can't literally make more of it. So we have to make the best use of the time we have and ensure that we have enough time for the things that really matter



## Content

### 1. The problem with time

- Taking control of your time
- The link between better time management, working better and feeling better

### 2. Learning from a good time manager (or a bad one!)

- The behaviours that influence time management
- The impact of your own behaviours on your time

### 3. Learning to prioritise

- Prioritising your activities
- The urgent/important matrix management
- Planning changes in your task scheduling

### 4. Don't waste time on emails and messaging

- Time spent on emails
- Prioritising your emails
- Planning changes in your email and message handling

### 5. Don't waste time in meetings

- Time spent in meetings
- When and how to hold meetings
- Planning changes in your handling of meetings

### 6. Where does your time go?

- Where you spend your time
- The value of your time
- How much of your time is currently spent productively?

### 7. So now how do you feel about managing your time?

- Review what you have learnt