

Certificate in Effective Time Management: Course Synopsis

Module 1 – Introduction

– Is this you? – what is time? – what is stress? – making the most of this course.

Module 2 – Combating Stress

– Identifying the signs of stress, – techniques for calming and de-stressing, – changing your thinking – health implications – **Assignment 1**.

Module 3 – Where Does All The Time Go?

– Understanding how you work, keeping a time diary – procrastination – barriers to action – analysing expectations.

Module 4 – Making Time – Practical Time Management Techniques

Creating efficient planning and monitoring systems – setting goals – planning & organising – quick wins – planning time – prioritisation – delegation – bonus time – achieving results – rewards – scheduling ‘me time’ – knowing when to ask for help – **Assignment 2**.

Module 5 – Cockpit Control – Desktop Solutions

Clear desk policy – effective meetings – telephone calls – emails – distractions and interruptions – working from home – spring cleans – **Assignment 3**.

Module 6 – Assertion Techniques

The implications of ‘yes’ – learning to say ‘no’ – assertion skills and techniques – reactive to proactive.

Module 7 – Managing Your Life And Aspirations

Future personal aspirations – achieving personal goals – managing your finances – having fun – broadening your mind – de-cluttering – personal filing systems – finding out more – reviewing your time management action plan **Assignment 4**.