

# Time management workshop

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## Gain control over your valuable time

### Workshop objectives

The aim of this workshop is to help you manage your time and energy more effectively so you get the most out your working day and can enjoy your leisure time. Proven time and energy management tools will be explored and tested which, with practice, will become valuable lifestyle habits.

### Workshop length

09:30 – 16:30 6 CPD hours

### Workshop outline

The workshop will explore:

- The definition of time management and why it is important
- The art of prioritisation
- Systems, tools and techniques to identify and increase high value activities
- Saying no assertively
- Effective delegation
- Reducing distraction
- Procrastination and how to avoid it
- Improving the effectiveness of meetings

### Who is this course for?

The workshop is for anyone working to tight deadlines and feeling overwhelmed by increasing demands on their time and energy. If you want to make the most of your time and increase your effectiveness then this is a practical first step.

### What will I learn?

By the end of this workshop you will:

- Understand the concept of energy management – whilst time is a finite resource, energy levels can be replenished if we make wise lifestyle choices
- Make a tangible plan to put these practical time and energy management techniques into practice



**Your trainer - Lucy Whitehall, CIPD, Director, Transform and Thrive Ltd.**

is an employee wellbeing consultant, trainer and coach. She runs her own business; Transform and Thrive. Lucy is a chartered member of the Institute of Personnel and Development. She holds a Life Sciences degree, an MSc in Human Resource Management and accreditation in Mindfulness. In 2018 Lucy qualifies as a Positive Psychologist.

Lucy utilises her experience and knowledge of human resources, wellbeing, positive psychology and leadership to help people and teams access their innate strengths allowing them to flourish in all aspects of life.

Previous delegate comments on Lucy's courses include:

*"Really liked Lucy's empathetic approach, really engaged me"*

*"Very positive and constructive course - Came away with a realistic and manageable action plan."*