

Time management workshop

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.

Lucy Whitehall is a Positive Psychologist and Coach. Lucy specialises in employee wellbeing and performance, helping people to access their innate resilience and strengths enabling them to flourish and thrive.

Lucy delivers inspiring workshops and guidance in Mindfulness, Positive Psychology, Mental Wellbeing, Supercharging Sleep, Personal Resilience, Work-Life Integration, Personal Effectiveness, Assertiveness & Confidence, Time and Energy Management, Grit & Growth Mindset, Emotional Intelligence, Managing Change and Personal Branding.

Lucy is an experienced coach trained to masters level. She works with clients from all walks of life including senior leaders, managers, entrepreneurs and business owners.

Lucy holds a BSc in Life Sciences, MSc in Human Resource Management, and is a chartered member of the Institute of Personnel and Development (MCIPD). In 2018, Lucy qualified with the world recognised Masters in Applied Positive Psychology and Coaching Psychology (MAPPCP), from University of East London.

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."