



## Personal Organisation: Planning & Prioritising

*'If you always do what you've always done, you'll always get what you've always got!'*

This interactive and highly practical course is designed to give individuals the skills and tools to manage their time effectively. **OPTIONAL** Each participant will receive follow-up coaching and feedback on their overall time management techniques as part of the coaching support process.

### Learning Objectives of this Programme:

- To understand the importance of good time management.
- To be able to understand the tools and techniques to manage your time effectively.
- To practice the techniques involved.
- To identify urgent v. important activities
- To identify and manage time stealers
- To develop a positive action plan

### Learning Methodologies:

The programme modules will be presented through the use of a variety of learning methods including:

- Short presentations
- Plenary group discussion
- Tailored individual activities