

TIME MANAGER

COURSE OVERVIEW

Improve your personal efficiency

- Better performance and more energy
- Accomplish the tasks that get you your results
- Greater flexibility with clearer perspective of priorities whilst reducing procrastination
- Improved creativity and decision making
- Reduced stress, irritation and fatigue
- Reduced risk of failing to meet deadlines
- Save time by keeping your papers organised

Time is something you can manage, just like any other precious and finite resource. It takes a special kind of attitude to make the most of time, to be efficient as well as effective in using it judiciously and with a plan in mind. The good news is that time management is a skill, it can be learned and applied in a very practical way that most people can easily adopt and adapt to their own ways of working.

By implementing the Tack TMI philosophies of overview, structure, results and control you will successfully avoid much of the fatigue and stress most employees experience in their working days. Whether you use an electronic or paper-based diary or a combination of both, aligning the available time you have with your decision base of tasks and priorities means you get the results you want, at a standard you expect and at a time you need them. Even if this means juggling them a little! Everyone benefits by improving their ability to use time well!

For further information visit tacktmi.co.uk. If you would like to speak to a member of the team call 01923 897 900 or email uk@tacktmiglobal.com.



1 Day Interactive & Practical Course

Cost: £750+VAT

Visit tacktmi.co.uk for further information

SUITABLE FOR:

Anyone who wishes to address their work-life balance, achieve their goals, reduce stress, increase energy levels and become a peak performer.

YOU WILL LEAVE THIS COURSE ABLE TO:

- Explain the difference between time management and time planning, and why effective planning is important
- Recognise their own time management style and understand how it influences their daily planning
- Set clear, meaningful goals that provide direction and focus for planning activities.
- Break down goals into manageable tasks and prioritise them effectively based on importance and urgency.
- Use structured planning techniques to create realistic daily and weekly schedules
- Identify common causes of procrastination and apply practical strategies to reduce or avoid it.
- Review and adjust plans to respond to changing priorities and unexpected demands.
- Apply Eisenhower's Matrix to distinguish between urgent and important tasks to prioritise better
- Identify their key priorities ("big rocks") and ensure these are protected within their schedule.
- Analyse how their time is currently spent and identify opportunities to improve efficiency and focus
- Use prioritisation tools such as the Pareto Principle (80/20) to maximise impact and results.
- Apply the circles of influence model to protect time, manage distractions, and focus on what they can control.