



Tick...Tock...Tick...Tock... Won't that clock ever stop?

Do you feel like you are constantly watching the clock? Worrying about that looming deadline which seems to be creeping up quicker and quicker. When you have so much on your plate, how can you manage the time you have in the most efficient way to ensure you meet your deadlines.....and beat that clock.

Course Overview:

Tick...Tock... is all about learning how to make the most of the time you have, meaning less procrastination and more productivity, less time wasting and more utilisation. By applying simple time management techniques in to your day to day workload, you will find you DO have enough time!

Course Objectives:

- Look at task prioritisation, what is important? What can wait?
- How to handle time wasters, politely but effectively
- Overcoming procrastination
- Delegating the work load

Course Content:

A day of learning in a calm and informative manner for those who want to achieve more in their day, the course will provide a knowledge base and activities, plus action planning for using the new skills.