

Time Management



TIME MANAGEMENT





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There is enough time in a day! Learn the most effective ways to manage it.

Do you find yourself overloaded with work? Feel so stretched to the limit you can't set priorities? Exhaust yourself daily without accomplishing your goals?

Remember, every minute of your day impacts the business. If you answer yes to one or more of the above, it's time to make real choices about how to manage your time.

This training programme is designed to combat the pitfalls of time management. It will help you identify causes of procrastination and indecision, pinpoint personal time-wasters and increase your concentration and focus.

In this intensive 2-day training programme you'll learn to schedule your time more effectively, stay on track and keep important goals top of mind, so you can stay in balance and be more effective and productive.

Why is this programme different?

- The programme is facilitated by an experienced business person who knows what it is like to work in an international business environment and understands your challenges
- This programme is about you! You will discover your own time management style so you can change, adapt and achieve your objectives.
- You will get intensive feedback from your facilitator and a multi-cultural group of participants.
- You will bring your own challenges to the programme and these will be addressed in the programme with solutions and input from the whole group.
- You will leave the programme with a concrete action plan to ensure you are implementing the learnings back at work.

Who should attend?

If you are a Business Professional who wants greater control of your time, management style and life, this programme is for you.

How will you benefit?

After participating in this programme, you will grow your time management skills & competencies and be able to:

- Set and accomplish goals
- Create priorities and establish realistic boundaries
- Recognize and deal with time-wasters
- Improve concentration and efficiency
- Break indecision and procrastination habits
- Use technology to help manage time
- Create and recharge positive energy
- Network and learn from a diverse group of peers from different functions, industries and countries
- Develop a personal action plan to implement back at work
- Learn and practice using real-world examples over 2 interactive day

What will you learn and practise?

This 2 day programme is highly interactive with exercises and role plays.

Programme Highlights:

Time Management Is Self Management

- Shift Focus from Managing Time to Managing Self
- Identify Typical Time Wasters
- Identify Personal Strengths and Development Opportunities to Control Time

Planning for Success

- Define Goals Based on Your Role
- Establish Important and Valid Priorities
- Create a Realistic and Productive Schedule
- Use a Robust Planning Process to Analyze and Review Plans

When "They" Cause the Problem

- Attend Meetings with Purpose and Add Value
- Set Clear Expectations with Colleagues, Customers, and Your Boss
- Manage Interruptions from Others

Concentration, Focus and Organization

- Build both Productivity and Efficiency
- Re-evaluate Multitasking Strategies
- Overcome Procrastination
- Manage Technological Distractions

Creating Boundaries and Balance

- Prioritize and Choose Activities to Balance Life and Work
- Create Your Own "No" Script

Booking details

 Duration	2 Days
 Type	Classroom
 Price	€1795



ALSO AVAILABLE AS AN
IN-COMPANY PROGRAMME

Register Now

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