



Workload planning & time management

Course aim

To encourage you to take an holistic look at all aspects of your workload and personal and work objectives with a view to creating order and sense out of busy schedules.

A course with a difference!

The course begins by using a create methodology to enable you to quickly map all your work activities, tasks, projects and work-streams so that you can identify where the *real* conflicts are and how these conflicts are affecting you. This is an opportunity to articulate and discuss the problems and pressures at work that often get in the way of you achieving your goals or objectives.

Creative thinking

During the course techniques will be introduced that will help you create a Vision or Big Picture that you wish to aim for in the future. This piece of work gives you the ability to accurately identify and prioritise key goals and objectives and create a workable action plan. This plan can then be broken down into tasks and activities which can be diarised or scheduled in a time management system of your choice.

Survival strategies

Strategies and techniques are introduced that can be used to say 'No!' more often, handle time wasters and ultimately achieve better results in a more efficient way.

Objectives

- Assess your current workload issues
- Create a personal vision for your life and work
- Establish a clear set of goals
- Learn a range of strategies for improved workload planning

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