

Course L02: Organising Your Time

COURSE DURATION:

45 minutes

TARGET AUDIENCE:

- Anyone needing to organise themselves and their time more effectively

AVAILABLE IN:

- Audio
- Non-Audio

DELIVERED VIA:

- Intranet
- Internet

Having completed this course the learner will free up time within his or her day by controlling their working environment.

The course aims to enable the learner to become organised by taking control of their workspace and improving certain key skills.

Having achieved the learning outcomes of this course he or she will be able to organise both their desk area and the paper flow that lands upon it. They will also create more time by reading and writing more efficiently, as well as taking control of the telephone. The effects of mastering these new skills will be to relieve personal stress levels and enhance their standards of job performance.

Better time management by key workers means better productivity and, for the company, an impact on bottom line profits. In addition, such workers will feel both more confident and less stressed – conditions which are positive both for the individual and their employer.

Course Content

- Clearing the desk
- Cutting down the paperwork
- Setting up effective and efficient filing
- Reading and writing effectively and efficiently
- Taking control of the telephone