

# Course L03: Planning Your Time

## COURSE DURATION:

30 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 make more effective use of his or her time by improving their current time planning activities.

There is never enough time these days, either at work or home, to get everything done that we want or need to.

One of the reasons for this is that most people do not know how to plan and organise their time with a view to achieving their personal and business goals.

Having achieved the learning outcomes of this course the learner will be able to integrate time planning strategies and tools into his or her work practices, so becoming more effective within the context of their job performance.

More effective use of time by key workers means better productivity and, for the company, an impact on bottom line profits.

## Course Content

The problems people have with planning their time

Planning time through:

- Setting goals
- Defining, prioritising and scheduling tasks
- Taking advantage of 'prime time'
- Avoiding over-commitment
- Using a master planner/scheduler
- Organising a 'To Do' list