

Course L05: Time-Saving Tips & Technology

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 be able to use technology to make more effective use of their time.

Time is the most valuable commodity of all to managers and staff alike and, although good organisation can work wonders, technology can make an even bigger difference.

By achieving the learning outcome of this course the learner will 'add value' to their time management by taking advantage of technology such as email, electronic schedulers, mobile phones, meeting and presentation software, teleconferencing and videoconferencing.

The course offers practical advice on how to find more time by using technology. At the same time, it discusses the importance of avoiding stress, and remaining fit and healthy, if time saved is to be used to the full.

Both these factors should be important to any responsible organisation, as fit employees who are using time effectively must be seen as a very positive asset.

Course Content

- Using technology
- Making the best use of travel time
- Staying healthy to be at your best