

Time Management-Getting Organised for Peak Performance (CPD)

Overview

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. This workshop will help you get a grip on your office space, organize your work flow, learn how use your planner effectively, and delegate some of your work to other people. This one-day workshop will also help you organize and prioritize for greater workplace efficiency. Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

Benefits:

- Better organize yourself and your workspace for peak efficiency
- Understand the importance of, and the most useful techniques for, setting and achieving goals
- Identify the right things to be doing and develop plans for doing them
- Learn what to delegate and how to delegate well
- Take control of things that can derail workplace productivity

Course Content:

- The power of change
- Understanding yourself
- Setting SMART goals
- Planning
- Setting a ritual
- Organising your workspace
- Organising your files
- Managing your workload

Our Guarantee

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration

1 Day Work-Shop

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail info@midasgroup.ie or book online