



# Time Management & Prioritisation

## Programme Information

### KEY INFORMATION

#### Content:

- The time management toolkit
- Prioritisation
- Dealing with barriers!

#### Delivery Options:

- Online 2 x 3 hour workshops
- Site based 1 day workshop

#### Recognition:

- TSP Learn certificated programme

#### Quote & Booking:

[info@tsplearn.co.uk](mailto:info@tsplearn.co.uk)

### What does this programme cover?

Time management is not just about cramming as much as possible into your working day. It is about improving our understanding of how we are using our time and ensuring that we have the tools to change our bad habits. This programme aims to give participants techniques and approaches that will help us to have an effective and sustainable approach to managing their time and prioritising what they need to do.

### Who is the programme suitable for?

This course is suitable for managers, employees and individuals at all levels who wish to exercise more control over the planning and management of their time.

### How is the programme delivered?

We have a range of flexible learning options that include:

- Online workshops - 2 x 3 hour workshops delivered within an online learning classroom or using your own preferred platform.
- Site based workshop - 1 day workshop delivered at your preferred site location.

### What related training/qualifications could candidates progress to?

Candidates completing this qualification could consider a wide range of further study including:

- Level 3 and 5 Management qualifications and apprenticeships.
- Stress Management & Resilience workshops.
- Presenting & Presentation Skills workshops.

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# Programme Content

Our delivery team consists of experienced training consultants that provide your teams with the support that they need to maximise their knowledge and skills development whilst on programme. Prior to our delivery dates we will ensure that we have tailored and contextualised our programme content to reflect your business needs. All of our learning programmes contain active learning content that can be taken into the workplace to improve business performance.

All programmes are available throughout the year. We work with you to coordinate the dates and modes of delivery (online or site based) that you need. For further information or to discuss your needs, please get in touch using the contact information below.

## The Time Management Toolkit

- We don't have time to think about time!
- Time audits.
- Understanding goals.
- Work breakdown.
- Task lists.
- Scheduling.

## Prioritisation

- What do we mean by effective prioritisation?
- Pareto's Principle.
- Prioritisation approaches to tasks.
- It's easy as ABC.
- Prioritisation Matrix.

## Dealing with Barriers!

- Managing interruptions.
- Common distractions.
- Saying 'No'.
- Effective delegation.
- Personal motivation.
- Procrastination.
- Frogs!



## Would your organisation benefit from...

- Assessing the level of digital/ICT skills across the workforce?
- Addressing English and Maths skills across the workforce?
- Providing flexible learning opportunities for staff to upskill in any of these areas?
- We can help, contact us today.

## We also provide:

### Levy Funded Apprenticeship Delivery

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security Management Level 3
- Passenger Transport Operations/Management Level 2-4

\*TSP is offering a 10% reduction on the value of orders for TSP Pro courses confirmed in July & August 2023

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