

CASE STUDY



TIME MANAGEMENT

CLIENT:

Global consulting firm

THE NEED:

For individuals who:

- ✦ Feel that there aren't enough hours in the day.
- ✦ Feel compromised that they are not covering everything the way they want to?
- ✦ Feel as if they are in a constant state of catch up
- ✦ Are overwhelmed, stretched, and stressed
- ✦ Just want to get more done in the time you have available

The making time work for you course is for people who want to be in control, confident that everything is getting done and satisfied that they are focusing on the right things.

THE STRUCTURE:

1. Pre-programme self assessment to enable you to understand:
 - ✦ Where does all the time go - Getting clear on your time management habits? What your time management behaviours are and what traps you fall into?
 - ✦ How to Identify your time management preferences
2. Formal training day focusing on the principles of effective time management and the tools and techniques to apply every day.
3. Post programme commitment – the one month follow up to share how well you are practicing your time management habits.

RESULTS:

By applying the principles of time management learned on the course, participants enjoy the following benefits:

- ✦ Better goal setting
- ✦ Improved work life balance
- ✦ Better prioritisation
- ✦ Improved planning
- ✦ More organised
- ✦ Improved stress levels

FEEDBACK FROM PARTICIPANTS:

Very good session and interesting facilitators | Thoroughly enjoyed the day | Good course – the first time I've thought about and written down goals and targets | Useful learning messages | Very helpful course! | Will be a great help I'm sure | Useful thanks! | I found the facilitators extremely professional/enthusiastic. I found the day very informative and rally enjoyed the class. Thanks!