

Time for Success

This **outstanding approach** to time management is a highly effective programme because it shows **delegates how to live by focus and control**.

It **destroys the myth that “to do” lists are the most effective method** of time management.

Objectives

Demonstrate how to **achieve extraordinary results** while simultaneously generating amazing levels of fulfilment

Audience

This course is **designed** for individuals who have the **responsibility of managing their workload**.

Duration

This is **one day Time for Success** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Time for Success** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Time for Success Course Outline

Understand the four dimensions of time and how they affect our performance

Explain the control model, how it affects our emotional state and therefore our productivity

Demonstrate the eight principles of powerful time management:

Language

Results

Focused Planning

Purpose

Massive Action

Chunking

Fulfilment

Celebration

Demonstrate 3 skills to effective time Management:

The 5 steps to Successful Planning

Effective Project Management

The Weekly Planning Process

Understand how to balance responsibilities and actions using categories for improvement to achieve outstanding results across multiple projects