

HOW TO **MANAGE TIME** TASKS, MEETINGS & APPOINTMENTS

Prioritise crucial projects, manage conflicting demands, reduce pressure and manage multiple tasks with confidence.

COURSE CONTENT

If it were only about time you would be very limited. Fortunately, it's not just about time. It is about the choices and the decisions we make within the time we have. Whether you choose to do something or not, it's certain that there will be an outcome, good or bad. We cannot choose whether we use time or not, only how. It's less about the time that you have to do things and more about the things you do within the time allotted.

It's often not your ability, but your current understanding of the 'what & how' of time and task management that makes you effective and efficient. These are simple principles and distinctions that when understood will bring the control of your time and life back to where it belongs.

Just Some of the Programs Key Elements:

- **Handling paper, files and memos; Processing emails, texts etc.** A simple system for staying "on top" and in control. It will make you a lot more friends and a lot less stress.
- **The art and science of delegation.** Most people try to delegate without this significant single piece of information; with it (and an easy to follow, step by step system) it all makes sense and your team will begin to look forward to delegated tasks rather than hiding from them. You will also learn to importance and simplicity of an excellent follow-through process.
- **Do you say "Yes", when you really should say "No"?** There are two very important reasons why we should say, "No". So, how do you learn to say 'no' with tact and skill? It is not nearly as difficult as you think with this simple process. P.S. you will offend almost no-one!
- **How to gain an extra hour each day.** (that's 6 working weeks a year!). You will see how to quantify and resolve what is "stealing" your time, daily. You will know this saving is an understatement, not an exaggeration. With the many other observations, tips and techniques you will learn on this programme, you may find that you can't wait to get started.
- **Techniques for avoiding procrastination.** Someone once said, "The best thing you can do with procrastination is put it off until tomorrow". Actually, once you know why people procrastinate (plus the 8 different, easy to apply strategies for getting off "dead centre") you will be amazed to discover that there are times when you should procrastinate. The difference: having the choice without stress.
- **Guidelines for effective meetings.** We will examine the value of (effective) meetings within the workplace. Run this way they become, "Magic Meetings". Your team will look forward to your meetings with eager anticipation of the effect in driving
- **What is the 'real' meaning of time?** Just understanding this can significantly reduce stress.
- **True Priorities are your Key** to a balanced and fulfilled business and life. How do you determine where your priorities lie? How do you specifically define each one? How do you rank and match these priorities to your key objectives – these questions are answered simply. These simple answers place power and control back into your hands. You will have (and fully understand) two powerful and definitely well proven tools. Separately they are good – together they will give you a new perspective. They are the same tools that the very successful use daily and they make decision making (even the complex) much simpler for you.
- **How to determine Tasks and Activities** are the building blocks for your success. How do you fit them together into an effective and efficient programme where each day becomes an enjoyable, practical step to your overall objectives.

Ever find that the trying to manage time and control your day often seems to have the opposite effect on a demanding schedule? Do you attempt to plan at the beginning of the week that all too often turns into 'managing stuff for others' at the expense of your own? Do you have a desire to 'Gain Control' and 'Own a Strategy'? Who says you that you can't? Who told you that each day has to be a rush from dawn till dusk just to stand still? You know that you could improve, but there isn't the time. If this sounds like you, then this program is truly a top priority!



THE BEST PRINCIPLES OF Time Management in Action

CONTENT CONTINUED...

the organisation (and them) onward and upward.

Look out for “meeting follow-through”; it’s like a turbo charger.

- **Controlling interruptions and drop-in visits.** The statistical research which reveals the time lost and effect on your working day is frightening. The solution is almost the opposite – comforting in its simplicity. Nothing complex to learn, just a few simple tactics
- **Communicating Effectively.** This whole day is filled with ways that you can communicate even better than you have been. Your confidence in your ability to communicate well will be rising. The communication options available to you will be increasing. The results include: reduction in personal and team stress; increased productivity; a greater understanding; team unity and a sense that you can now say nothing and things will go well.

- **Dealing with shifting priorities.** In all the organisations that we have worked with over many years; this is the major bugbear. Just when you have things moving in the right direction someone “moves the goal posts”. If you have experienced this then now you can also know that it can be dealt with. And, not just dealt with – you will see how you can begin to thrive, while others are struggling to survive.
- **How to handle demands from the boss or supervisor.** Is this also the one who is, “moving the goal posts”? Once you apply what you learn on this day your boss will begin to see things your way – particularly as after this day of training “your way” will have become effective and efficient.
- **...and there is much, much more...**

It’s no secret that successful people are those who have learned to control their days – instead of letting interruptions, telephone calls and demands control them! Something has made that control important enough for them to act. Learn what it is and equally importantly, learn their methods and systems. You will discover that you actually do not need to “fight” for this right to control your life. Instead you can “flow” as you apply proven and successful strategies.

“I am pleased to report that the training was a great success, not only well “targeted” towards our own needs...it was very well presented and very well received...For us to have our entire senior management team out for the whole day was a big investment...with credit to you and your training I am most pleased with the return on investment” **Mercury International**

Our consultants and trainers are extremely experienced and talented professionals. We can create a program covering other topic areas that you may want to explore. Please contact us at info@benesonandcompany.net for more information about any of these or the following:

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