



Lisa Jeskins Training

Engaging training for information professionals

Course outline

Time management

Course aim

To introduce staff to a range of tools and techniques to improve time management.

Objectives

At the end of the course participants will have:

1. Discovered how they feel about 'time'
2. Identified what their key procrastinations are and the causes
3. Established how to plan and prioritise their work
4. Examined a number of time management tools and how to use them
5. Discussed different time management techniques
6. Considered why reviewing your workload is important
7. Written a personal action plan

Content

- Planning and prioritisation
- Causes of procrastination
- Time management tools and techniques
 - Calendar management
 - Trello
 - Getting Things Done, Pomodoro
- Reviewing and reflecting on your workload
- Saying 'no'
- Next steps

Course type

The session will include a mixture of group discussion work.

All courses are tailored to meet your specific requirements. [Please contact me for further details.](#)