

Planning and Prioritising

to achieve more Chargeable Hours

This training course will provide you with an awareness of the areas that you can improve in your day-to-day planning, as well as giving you some tips for dealing with time management issues.

Course objectives:

- ✓ Learn the importance of prioritising tasks by urgency and importance
- ✓ Learn how to create an effective to-do list
- ✓ Learn how to schedule tasks effectively
- ✓ Recognise and deal with the issues of procrastination
- ✓ Learn some techniques to reduce your stress levels