



EFFECTIVE TIME MANAGEMENT

It is vital for successful people to manage their time effectively by planning and prioritising their workload. During this 3 hour high-impact session we will relate effective time management skills to the achievement of business objectives and key tasks. We will help you identify personal development areas through self-assessment and introduce techniques to help you plan, priorities, manage interruptions and delegate work effectively.

- Managing yourself and resources at your disposal
- Establishing responsibilities and priorities
- Managing disruptions and stress
- Planning and scheduling
- Defining your objectives and setting clear goals

[BOOK YOUR PLACE NOW](#)

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EMAIL JAN@ZINGASSOCIATES.CO.UK
TO BOOK YOUR PLACE



**MANAGING YOURSELF
AND AVAILABLE
RESOURCES**

**DEFINING OBJECTIVES
AND SETTING CLEAR
GOALS**

**ESTABLISHING
RESPONSIBILITY AND
PRIORITIES**

**PLANNING AND
SCHEDULING**

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