

# Time Management

Effective time management is an essential skill for personal and business success. This workshop is for anyone who feels they need to respond to changing priorities or feels overwhelmed by how much they need to do.

You will learn to take control of your workload by managing yourself and others more effectively, reduce stress, achieve your goals and improve your performance at work. You will leave with tools to make immediate lasting improvements back in the workplace.



## Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

## What if I can't fit it in?

The Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at our Centre for Leadership based at our Broadwater campus.

## What will I gain from this workshop?

Upon completion of this workshop you will receive a Northbrook Commercial Services Certificate of Attendance and easy to follow hand-outs.

## What will I learn on this workshop?

This workshop will cover:

- > Understanding time
- > Planning for success
- > Setting limits
- > Setting clear and SMART goals
- > Balancing daily tasks
- > Making instant changes
- > Managing the time of those around you
- > Effective delegation
- > Time management exercises

## What are the specific details?

**Price** £175.00 per person  
**Duration** One day

For further information on other workshops, please visit our website:  
[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

## How do I enrol or get further information?

For group rates from £75 per person, or enrolment, please contact the Northbrook Commercial Services team on:

- ☎ (01903) 273 114
  - ✉ [business.solutions@nbcol.ac.uk](mailto:business.solutions@nbcol.ac.uk)
  - 🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)
- 📍 Northbrook Commercial Services, Broadwater Road, Worthing, West Sussex, BN14 8HJ