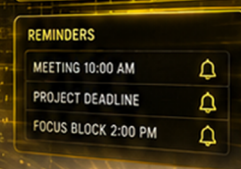


PRINGLE Time Management



**FOCUS
ON WHAT
MATTERS**

**PROGRESS
NOT
BUSYNESS**

**PLAN IT.
DO IT.
OWN IT.**

PLAN SMARTER. WORK BETTER. LEAD WITH CLARITY.



MASTER YOUR DAY. MASTER YOUR FUTURE.

SKILLS TODAY. SUCCESS TOMORROW.

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PRINGLE Time Management

Course Code: BSM01 | Title: Swimming In Quick Sand | Duration: 1 Day
Delivery: 1-1 | Private Company Classroom | Face To Face | Microsoft Teams Live

Course Description:

Do you ever feel as though the harder you work, the further behind you become?

Many people spend their working day reacting to emails, interruptions, meetings and other people's priorities. They remain constantly busy but still finish the day feeling that the most important work has not been completed. Swimming in Quicksand is a practical one-day Time Management course designed to help people take control of their workload, priorities and working day.

The course is not only for managers. It is suitable for anyone who feels there are never enough hours in the day or who wants to become more organised, productive and confident in managing their responsibilities.

Delegates will examine how they currently use their time, identify habits that may be holding them back and learn practical techniques for planning, prioritising, communicating and delegating more effectively.



Time management is one of the first steps towards successful management and personal development. After all, before you can manage the time and performance of a team, you must first be able to manage yourself.

Who Should Attend?

- Team leaders and supervisors
- Managers and aspiring managers
- Human resources professionals
- Project managers and coordinators
- Administrative and support staff
- Employees managing demanding or changing workloads
- Anyone who wants to improve their personal effectiveness

Benefits of Attending

- Understand their personal time-management style
- Recognise strengths and areas for development
- distinguish between being busy and being productive
- Set clear, realistic and achievable objectives
- Prioritise important work rather than constantly reacting
- Plan their time more effectively
- Identify and reduce common time-wasting activities
- Manage interruptions and distractions more confidently
- Improve focus, motivation and personal accountability
- Delegate appropriate tasks more effectively
- Communicate priorities, expectations and deadlines clearly
- Develop practical habits that support long-term improvement

Course Content

Setting Objectives

Learn how to turn responsibilities and ideas into clear, achievable objectives. Delegates will explore how effective objectives provide direction, improve focus and make progress easier to measure.

Prioritisation

Understand how to distinguish between urgent and important work. Learn practical methods for managing immediate demands while continuing to make progress towards longer-term goals.

Time Auditing

Examine how time is currently being used. Identify interruptions, repeated tasks, unnecessary activities and hidden time drains that may be affecting productivity.

Time Planning

Develop a practical approach to planning the day, week and longer-term workload. Learn how to allocate time realistically and protect time for important work.

Improving Work Habits

Identify behaviours and routines that contribute to delays, disorganisation or unnecessary pressure. Replace unproductive habits with more effective ways of working.

Motivation and Focus

Understand what affects personal motivation and concentration. Explore techniques for beginning difficult tasks, maintaining momentum and avoiding procrastination.

Eliminating Time Wasters

Recognise common workplace distractions, including unnecessary meetings, excessive emails, poor preparation, unclear instructions and avoidable interruptions.

Workspace Organisation

Create a more organised physical and digital working environment. Learn how improved organisation can reduce wasted time and make information easier to find.

Delegation

Understand what should be delegated, who it should be delegated to and how to provide clear instructions. Effective delegation creates development opportunities while freeing time for higher-priority responsibilities.

Effective Communication

Explore how unclear communication can create delays, duplicated work and avoidable mistakes. Learn how to communicate priorities, responsibilities and deadlines more effectively.

Self-Management

Take greater responsibility for personal performance, decisions and working habits. Build the confidence to protect priorities and manage competing demands.

Creating a Personal Action Plan

At the end of the course, delegates will identify the changes they want to make and create a practical action plan that can be applied immediately in the workplace.

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.
Course duration and level can be changed, depending on content, company & individuals***