



Do Your Staff use their Time Efficiently at Work?

Working smarter at Work.....!

Effective Time Management means setting SMART goals, prioritising, focusing, and using technology that improves effective time management instead of hindering it. Are you able

to determine what is important and highlight the best practise for taking more control?

If you can't answer yes to all of the following...then you need to take action NOW?

- Can you differentiate between urgent and important tasks and identify how well their 'to do lists' reflect this?
- Are you able to prioritise the workload for yourself and others effectively?
- Can you delegate effectively and use it as a developmental tool for your staff?
- Are you able to deal with time stealers such as procrastination and interruptions in an effective manner?
- Do you understand what good time management involves?
- Do you know how to use short and long term planning?
- Are you capable of running efficient, focused meetings?
- Do you know the difference between Note Taking and Note Making?

Avoid Havoc In Very Uncertain Times!



Did you know your company may be eligible for Training Funding of up to £1,000? Tel: 0845 555 1030

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