**Remote training workshops – Time Management**

Thank you for registering for our live online training – Time Management

**Workshop Agenda – 10.00-11.30**

Delegates will have the skills to manage their priorities to get things done on time and enhance team productivity and performance. In this course you will learn skills which will improve:

* Introductions
* Daily planning
* Assertiveness
* Setting priorities
* Decision making
* E-mail management
* Communication skills

**Pre-course Activities**

Please complete prior to this course:

**ACTIVITY 1 –PRE-COURSE OBJECTIVES**

**What do you hope to achieve from this course?**

Please list your key objective(s). Please make them action specific, e.g. “As a result of this course I will be able to ………………………..”

**1.**

**2.**

**3.**

**What are your strengths on the subject?**

**What are your weaknesses/development areas?**

**ACTIVITY 2 –ANNUAL STRATEGY**

Here is an annual strategy. Use it as a ‘wish list’ and write down what you’d like to achieve in the year ahead.

|  |
| --- |
| **ANNUAL STRATEGY** |
| Work - things you’d like to achieve within your current job |  |
| Career - what you’d like to achieve in the long term. Promotion, different career path etc |  |
| Family - spend more time with your loved ones |  |
| Friends - e.g. see more of old friends, organise a reunion etc |  |
| Social and leisure - go to more gigs, evening classes |  |
| Financial - get a mortgage, save up for a luxury holiday |  |
| Self development  |  |
| Me time - have more time for yourself |  |
| Learning - job related courses, evening classes |  |
| Physical - join a gym, start running |  |
| Other |  |

**ACTIVITY – YOUR DAILY AND WEEKLY PRIORITIES**

Complete 1 and 3 of the form below. Don’t worry about the priority box as we will cover this on the workshop

|  |  |  |  |
| --- | --- | --- | --- |
| To do today | Priority  | To do this week | Priority |
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**Joining instructions**

Please log into your zoom.com account and use the meeting id and password supplied. If these are not given in this email, we will email them to you within 24 hours of the course start date.

Meeting id: 699-762-7580

Meeting password: 374205

N.B. You will need to set up a zoom.com account and download the app for full functionality. This will take about 30 mins to complete. If you need help to do this zoom.com has a very comprehensive info page - [**Quick start guide for new users**](https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356)

Click on the link to access this.

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_7f86f5ec-787b-469a-8f5e-26645da2a356>

**Downloadable course materials**

This link will direct you to our website and you can download the course materials used on the course plus forms and templates that you can use after the training.

Download pre-course forms and activities

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

Download templates

[www.totalsuccess.co.uk](http://www.totalsuccess.co.uk)

To get the most from this workshop

Complete all course activities prior the course start

Download any necessary course materials and have them at hand before the meeting

Log in 5 mins before the workshop to check your connection

Have a pen and paper to hand to make notes unless you’re doing this electronically

Ensure the trainer has your name as we will be making this interactive and asking questions

Use the chat button to ask questions which the trainer can pick up during the seminar. It is difficult if everyone is asking questions at the same time.