

Using time effectively

Tips and techniques



There are many distractions and differing demands that can take up your time which prevents you completing the tasks that you really need to get done. This can lead to frustration, increased stress and a decline in mental and physical health, preventing you from doing your job well.

This time management training help identify what activities give the best return at work and in life, provides some useful tools and strategies to help gain control and get on top of your 'to do list'. It will explore the challenges to managing your time, reflect on those things that steal your time and develop goals that help to focus and prioritise your efforts.

The session will include:

- Reviewing how time your is spent
- Challenges to managing time
- Prioritising your time
- Time management tools and strategies



For more information, please contact Debbie Ovenden,
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