

# WHO & WHY ?



For anyone under time pressure who wants practical tools, tips and techniques to manage their time and competing priorities better.

## Outcomes

- ✓ Make the best use of the time you have available
- ✓ Work productively and efficiently
- ✓ Clarify priorities
- ✓ Be more confident in managing time pressure and overload

## Content

- Case work: problems into solutions
- Top time management tips and techniques
- Setting then delivering priorities
- Case study: applying the learning
- Reflection and action planning

## Learning Approaches

	core learning input
	brainstorm
	paired activities
	facilitator's ideas & suggestions
	reflection & consolidation
	your questions (Q&A)
	case work
	action learning set

on site or online

“

I really got a great deal from your training. It is the best CPD I've ever been to. It will also help me personally. Very inspired by your session.

- Business Owner,  
Dublin

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