## workshop outline

# effective

## 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

## Learning Approaches



core learning input



brainstorm



paired activities





reflection & consolidation



your questions (Q&A)



case work



action learning set

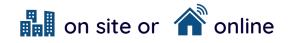
## Content

- Case work: problems into solutions
- Top time management tips and techniques

Time & Priority

Management

- Setting then delivering priorities
- Case study: applying the learning
- Reflection and action planning



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

