

Time Management Essentials

NEW ONLINE TRAINING



This is an e-learning course.
Registration on this course will last 12 months.

£17 + VAT per delegate

Brief Overview of Course

Some people glide through their jam-packed days, ticking off tasks with the tempo of a teacher taking the morning register. Then there are the rest of us!

Nature dictates that we all have access to the same 24 hours in a day, yet certain people appear to be much more efficient at managing their minutes than others.

Fortunately, there are a host of transformative time management techniques that are really easy to implement and that could make all the difference to your productivity

This course explores the practicalities of good time management, providing tips and coping mechanisms to make you more productive and efficient at work, and by default, everyday life!

- By the end of this course, you should be able to:
- Understand why good time management is important.
- Recognize common challenges to effective time management.
- Apply techniques to improve your own time management

To Book: Complete the standard EALC booking form and send to **training@ealc.gov.uk** who will then register you with Nimble. Once processed you will receive joining instructions and your Council will then be issued with an invoice.