MCE

Essentials of
Time Management

Time Management

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Boost your productivity, manage your stress, and with the most effective ways to manage your time!

Highlights

- Pinpoint the things that make you waste too much of your time and learn how to avoid them.
- Learn how to set clear expectations with colleagues, customers and your boss and avoid frustration.

Key Competences

- Personal efficiency
- Focus and concentration
- Multitasking strategies
- Time management
- Managing priorities
- Managing stress

The Right Programme for You

You are a manager working on a lot of projects. You need to learn how to shift your focus from managing time to managing yourself, and set expectations with your key stakeholders to avoid frustration and stress.

Managers

Business Professionals

Learn, Practice and Use

- **Set** and accomplish realistic and achievable goals for your work
- **Create** priorities and establish realistic boundaries
- **Recognize** and deal with your time-wasting actions and tasks
- **Improve** your concentration and efficiency overall
- **Break** indecision and procrastination habits that everyone has
- **Use** technology to help manage your time and results
- **Create** and recharge your positive energy - that is very important for everyone
- **Shift** your focus from managing time to managing yourself
- **Learn** how to use a robust planning process to analyse and review plans
- **Set** clear expectations with colleagues, customers and your boss
- **Share** your knowledge and challenges with your peers and MCE's highly experienced faculty

Practical Information

Face-to-Face

2 days
€1,995

Live Online

4 x 3-hour sessions
€1,995

Available In-Company

The programme is available as an In-Company solution for your teams.
More information at **mce.eu/inco**

mce.eu/time for dates, locations and full programme outline

Programme Modules

1

Time Management Is Self-Management
- Shift focus from managing time to managing Self
- Identify typical time wasters
- Identify personal strengths and development opportunities to control time

2

Planning for Success
- Define goals based on your role
- Establish important and valid priorities
- Create a realistic and productive schedule
- Use a robust planning process to analyse and review plans

3

When "They" Cause the Problem
- Attend meetings with purpose and add value
- Set clear expectations with colleagues, customers, and your boss
- Manage interruptions from others

4

Concentration, Focus and Organization
- Build both productivity and efficiency
- Re-evaluate multitasking strategies
- Overcome procrastination
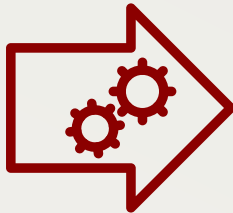- Manage technological distractions

5

Creating Boundaries and Balance
- Prioritize and choose activities to balance life and work
- Create your own "no" script

Learn

the key business skills and knowledge you need for your management role today and tomorrow

Practice

the skills you learn and get feedback, recommendations and coaching

Use

what you learn and practise as soon as you get back to your office