



General Physics (UK) Ltd
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Making Time - A Change of Outlook

Ref: GP-CO-UK-300 v1.0 - Oct 2011

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Making Time - A Change of Outlook

Duration

1 day

Audience

This programme is designed for people who want to improve the quality of their working day by being able to manage their time more effectively, and ultimately reduce stress and achieve a better work/life balance.

Objectives

By the end of this one day programme, delegates will be provided with a range of skills, tools, and techniques to better manage their time when accomplishing specific tasks, projects and goals.

Overview

To master time management, you need to balance the many pressures on your time and still achieve your goals. Success will mean less stress and allows you to be more effective. Time management is a personal process, only you can judge whether you are using your time wisely.

Key areas covered in the programme include:

- Managing Information effectively
- Clarifying and prioritising your workload
- Implementing a fast action approach
- Using Outlook to work SMART