



Personal Effectiveness Skills Series

Self Management

When: <As Required>

Time: 9.30-4.30

Where: <Venue of Choice>

“You cannot manage time, so don’t even try. It is how you manage yourself that counts!”

Time is an unmovable force and everyone has the same amount each day. So why do some people do better with time than others? Do you sometimes leave work feeling exhausted but unable to remember what you actually did? If you feel you are rushed off your feet but still not getting all your tasks done, or that you waste time daily searching for papers, emails and objects then this course will help you. This course will show you how to make the best use of the time you have, and why some people find it a harder challenge than others.



Who should attend?

This course is aimed at any individual that would like to optimise performance through effective self management. Individuals will be better able to take control of their workload by organising tasks more effectively and will recognise the impact of their lifestyle upon their productivity.

Learning Outcomes

- * **Understand your own personal time management style**
- * **Use techniques to identify and implement priorities at work and home.**
- * **Formulate strategies for dealing with: -**
 - o **Time Wasters**
 - o **Procrastination**
- * **Plan and organise more effectively.**
- * **Use resources more effectively to manage time**
- * **Analyse lifestyle choices for better self management.**

Participants are asked to complete a pre-course time log. It is essential that you complete the pre-course time log for at least 2 days before your training. The log should show in thirty minute intervals how time has been spent throughout the entire day (not just at work), the more detail that is put into the log the more effective the learning will be. Including information on what was eaten and when and what exercise was taken would also be beneficial.

About Real Results Training and Carolyn Blunt

Real Results Training is a North West learning and development consultancy that specialise in people skills. Carolyn Blunt is the lead consultant and founder. Carolyn has worked in strategic positions for Tesco HQ and Fujitsu Services Ltd, the world's third largest IT company with geographical responsibility for the Call Centre Division in Northern England and Ireland.

Carolyn was responsible for people development strategy, analysing training needs, designing programmes, delivering training, evaluating programmes for the 1000 Call Centre employees and management. Fujitsu Services Call Centre Division was Highly commended by National Training Awards 2002, Winner of European Call Centre Awards for Best People Development Programme, 2002. Real Results is a preferred supplier for the University of Central Lancashire. Carolyn has most recently worked with clients such as The University of Manchester, Vertex, Woolworths and United Utilities. Carolyn's operational experience, people development knowledge and engaging delivery style ensure a unique learning event.

Testimonials

"We have never had such positive feedback. I will have no hesitation in recommending Real Results to my colleagues and contacts in the future."

Mike Taylor, United Utilities

"Thoroughly enjoyable and useful. Hard to improve the format" **SMART Telesales**

"Excellent trainer delivery" **Carphone Warehouse**

Register now!

Tel: 0161 408 2003 • Fax: 0161 338 8099 • Email: hello@real-results.co.uk

Fees

To attend this one day workshop

In-house (at your premises) £POA plus VAT for up to 12 participants.

Contact Real Results Training

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