



## Time and Self-Management For Clerks

In the ever increasingly competitive environment we work, we are constantly being asked for higher levels of performance, which result in increased time pressures. Effectively managing yourself and the time you have available results in a lower level of stress and increased confidence to achieve.

### Benefits to you and your Council:

*The course will provide participants with the skills to enable them to:*

- Recognise the benefits from effective time and self-management
- Develop a range of tools to aid in managing self and time use
- Prioritise and plan work load
- Develop an on-going personal action plan

### Learning Methods

This course will take each delegate through the principles and practices of effective time management. A variety of self planning tools will be discussed and evaluated.

### Who Should Participate

Primarily Parish or Town Clerks, but the course is open to anyone who needs an introduction to the principles of effective time and self-management

### Course Content:

#### Introduction & Self Analysis

#### Importance of Time Management

- The effects on you
- Causes of poor time management
- Benefits of effective time management

#### Personal/Work Styles

- Personal time usage
- Maximising your efficiency
- Concept of prime time
- Time stealers

#### Setting Priorities

- Defining key goals
- Establishing priorities
- Dealing with crisis demands

#### Planning

- Principles of planning
- Keeping to your plans and objectives

#### Personal Action Plan