

Managing Time, Workload and Emails

Learn how to juggle all the elements of your day successfully

- Take the stress out of managing your workload
- Find an extra two hours in every day
- Stop being a slave to your email inbox
- Learn how to delegate

From the Top

At times even the best of us struggle to balance conflicting demands, looming deadlines and fluctuating workloads. Wherever you are in the organisation, if you feel that you would benefit from being able to balance your time and workload more effectively and avoid the daily impact of stress, this one-day workshop is for you.

Most of us thrive on varying amounts of pressure – it can be stimulating – but when our personal ceiling is reached, that healthy pressure level can become stress. That's when productivity starts to fall and life stops being fun. This workshop will help you identify the critical point when this can happen and tell you how to avoid things getting to that situation. We will explore the symptoms and causes and then identify solutions and offer time saving techniques. For one week prior to coming on the course, we will ask you to keep a diary of your activity at work. This will be invaluable in working with you to arrange and prioritise your working life. And yes, we really will show you how can claw back up to two hours in each and every day.

During the day we will cover these key topics:

- Identifying the symptoms of stress
- Dealing with the information 'superhighway'
- Analysis of delegates 'time' diaries
- Time management exercises
- Assertiveness - a time and a place
- Time saving tools
- Handling interruptions
- Email management
- Delegation - how and to whom?

Make that investment in taking control of your working life and sign up for the course today – you will love us for it and what's more, you will love yourself, too.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the dullest of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.