RelyOn

ILM015

Managing Oneself – Promoting a bias for action to get things done

Duration	0.5 day
Target group	The programme aims to enable employees to understand how they manage their time from a psychological perspective and how to address unproductive thoughts and behaviours leading to their ineffectiveness.
Prerequisites	There are no prerequisites for this course.
Objective	• Employees will be able to understand and self-assess their time management behaviours. • Employees can apply strategies to work smarter not harder.
Contents	• Understand the importance of self-management and identify what this entails. • Identify the barriers to managing yourself and review strategies to deal with these. • Identify own prime time and be able to apply this at work to get tasks done. • Evaluate techniques/tools to improve decision making and procrastination. • Plan and organise to improve time/task management, setting SMART, challenging targets. • Apply techniques for working smarter not harder.
Exam	N/A