

# THE IN-HOUSE TRAINING COMPANY

*Fast and effective*

## Prioritisation and time management

*Take control of competing demands and get more done each day*

### Overview

Time is our most precious resource. It's a minor tragedy for each and every one of us who doesn't make better use of it. It's also a shocking waste for whoever pays our salary. We all have a duty to ourselves and our organisation to improve our prioritisation and time management skills.

### Course objectives

By the end of this coaching skills for prioritisation and time management training course, participants will be able to:

- Understand the key principles of time and priority management
- Identify and focus on high-value activities
- Use simple tools to plan, prioritise, and organise daily work
- Reduce time-wasting habits and distractions
- Improve personal productivity and reduce work-related stress

### Who should attend?

Anyone who needs or wishes to improve their prioritisation and time management skills. This prioritisation and time management skills training course is particularly recommended for those looking for a prompt to develop more productive habits.

### Course format

A very practical, interactive half-day training course for a maximum group size of 12. Delivered virtually, on Zoom or Teams. Can also be delivered face-to-face, on-site (in which case, it is best delivered in an expanded one-day format).

### Materials

Materials are provided in PDF format, including:

- Prioritisation grid template
- Weekly planning sheet
- Time tracker log
- Checklist of common time-wasters
- Productivity habits planner

## Expert trainer

**Graham** specialises in providing high-quality training, coaching and consultancy in personal productivity, sales and business development, and customer service. Over the last twenty years he has personally trained or coached over 30,000 business professionals. He is a member of the International Institute of Coaching and a qualified NLP Master Trainer.

His work has taken him all over the world and involved him in working closely with hundreds of different organisations from all business sectors, his client list including such organisations as BT, Vodafone, AT&T, Orange, Pfizer, GSK, Boots, Unilever, American Express, Thomas Cook, Apple, Sony, Motorola, Cisco, MFI, Barclays Bank, LIFFE, Abbey National, Prison Service, Home Office, Law Society, BBC, Daimler-Chrysler, Citroen, Weetabix, Nikon, Shell and many, many others.

Graham has written over twenty books, published in several different countries, including *Working Smarter, Companies don't succeed – people do!*, *Customer Relationship Management*, *Sales Training Games*, *90 Brain-teasers for Trainers*, and *Telephone Tactics*.

Known internationally as both a trainer/coach and a popular motivational speaker, he believes that effective learning has to be interactive and challenging. All his learning events are built around practical exercises, role play and case studies. His training style focuses not on just explaining new ideas or developing new skills, but also on motivating people to use them and to develop themselves as individuals. This approach gets results, as the following comments from programme participants show:

'Brilliant course, really interesting and very focused to my job role and day to day work.'

'Took away some very good ideas that I can use every day... good examples too.'

'Very confident in the subject, and amusing too. Made the course very interesting. A very clear sales model to use going forward.'

'Full of useful hints and tips which I will apply to my job.'

'Extremely well presented and structured'

## Training course outline

### 1 Understanding prioritisation

- What matters most? Aligning tasks with business goals
- The difference between urgent and important work
- Using the Eisenhower Matrix to sort tasks
- Identifying high-value v low-value work
- Tool: Task value v effort prioritisation grid

## **2 Planning and scheduling your time**

- Creating a simple daily or weekly plan
- Time-blocking for focus and structure
- The 'Power Hour' technique for deep work
- Buffer time and contingency planning
- Exercise: Design a realistic weekly work plan

## **3 Overcoming time-wasters and distractions**

- Identifying personal and organisational time drains
- Managing emails, meetings, and interruptions
- Saying no without guilt – boundary-setting phrases
- Avoiding perfectionism and procrastination
- Tool: Daily time-tracker template

## **4 Building productive habits**

- Starting and ending your day with purpose
- Keeping a 'priority mindset' throughout the day
- Using reminders, routines, and checklists
- Reviewing and adjusting your plan each week
- Action Plan: Apply one technique to your real workload

© The In-House Training Company / the trainer

## **Any questions?**

Please just give us a call on **01582 463463** – we're here to help!

Or visit [www.theinhousetrainingcompany.co.uk](http://www.theinhousetrainingcompany.co.uk)