

# TOOLS FOR TIME MANAGEMENT

## IN-PERSON TRAINING

### STRUCTURE

A half-day Learning Lab with delivery focussed on participation and practical outcomes. Attendees are encouraged to work on real-like examples and share experiences with each other.

### DELIVERY

This course is usually delivered over a morning or afternoon, at our clients premises, and is suitable for 6-12 participants. Tools for Time Management is available in our Digital Training Room, consisting of 4 x 45 minute sessions.

### LOOK & FEEL

All **LEEWAY** Labs have an emphasis is on informal, experiential learning with group discussion playing a significant part. Our Learning Labs are delivered by IAF Certified Professional Facilitators, who are experienced in managing groups sessions with emerging themes. We commence with a learning plan for the day, and then work dynamically through the Lab to meet the needs of the participants whilst delivering the agreed learning outcomes.

### TRAINER

Tools for Time Management is delivered by Nikki Tierney, an IAF Certified Professional Facilitator and Fellow of the Institute of Training & Occupational Learning. Nikki has a background in the performance management of major engineering projects, holding leadership positions on multi-million pound projects.

### LEARNING OUTCOMES

By the end of the Tools for Time Management half-day Learning Lab participants will have learned about the following:

#### The Science

- The science behind time management.
- Creating habits.
- Using body and mind to create a good day.

#### Time Hacks

- Quick wins for more usable minutes.

#### Using Systems

- Creating your own time management system.
- Managing inputs.

#### Good Days & Good Weeks

- Setting up your day.
- Reviews Check-ins.
- Weekly reviews.

### ENQUIRIES

For enquiries on this course, please contact [hello@leewayco.com](mailto:hello@leewayco.com).

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Facilitator  
promoting the power  
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