



## The Effective Time Manager

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### Become effective at managing your time

The Effective Time Manager is a one day workshop which will show you how to prioritise your time and become more effective in your role.

**Are there never enough hours in the day?**

**Do you have too many things to do?**

**Is your 'to do' list ever completed?**

**Have you enough time to do the important things in life?**

This one-day programme will show you how to prioritise your time in line with your goals, targets and objectives. You will be amazed at what you can achieve, once you establish what you want and eliminate the 'time thieves' that get in the way.

"My life is chaotic! I charge around all day, sitting in countless meetings, making endless phone calls, catching up on piles of paperwork. I'm getting a lot done, but there is always more that needs to be done. I am pushing myself to the maximum. When I get home I eat, sleep and get up early the next morning to do it all again. The worst thing is I get this feeling inside that says, 'So what? What are you doing that really counts?' I have to admit, I don't know."

Sound familiar? "I just don't have enough time!" How often have you heard yourself or others say that? We all have the same amount of time each week but do we use it effectively? Is this a true reflection of circumstances or a symptom of bad habits we have unconsciously acquired?

Each of us has exactly 168 hours per week to spend and 24 hours in each day, no matter which hemisphere, continent or time zone. Time is the one of the only resources distributed to all the players in the game of life.

The Effective Time Manager is an intensive workshop that gives you the techniques and skills you need to manage your time.

### By attending The Effective Time Manager programme (and investing 8 of your already pressurised hours) you will be able to:

- Understand the principles of time management
- Set clear goals
- Appreciate the impact of urgency on your time
- Prioritise tasks effectively
- Limit the impact of 'time thieves' on your day
- Organise your diary in line with your objectives
- Delegate tasks
- Ensure you are not burdened with other peoples' work
- Spend more time doing the things you love

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Here are just a few comments from our delighted clients:

**YELL** "...produced the best ever set of results in the history of Yell."

**NHS** "Lammore met the specification and programme outcomes perfectly. Absolutely brilliant!"

**GOOGLE** "...an outstanding training experience."

**OPODO** "...training content very relevant and focused for delivering benefits in my role."

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## Time Management Skills cont

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### Who should attend?

This workshop is designed for those who need to gain more control over their workload and time and want to improve their effectiveness and personal organisation in and out of work.

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### Here are three great reasons for attending the The Effective Time Manager programme:

At Lammore Consulting, our mission is to provide training events that entertain, inspire and make a difference.

**Inspire:** Our delegates come away from our programmes feeling inspired and ready to meet their challenges head on. The material has been researched and written to meet key business needs in the real world.

**Entertain:** We promise to deliver our training events in an upbeat and fun way. Our speakers are professionally trained and experienced in the world of business and entertainment, and know how to engage an audience.

**Make a Difference:** A training workshop is only effective if the learning is implemented. All delegates attending a Lammore development programme are followed up through regular online contact to ensure that their personal development plans are being put into action. In addition we encourage 'Action Learning' events to take place within one month of the training being undertaken to re-enforce the key messages of the programme.

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**MASTERFOODS** “..more original and energising than any management book..”

**AUTOTRADER** “..fun style of training..coupled with in depth knowledge..”

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“ an outstanding training experience ”  
google

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