



**Business Training Experts**

## Time Management

### Programme Overview

- Enable participants to plan and use their working time more effectively.
- Focus on identifying clearly defined goals and results.
- Learn to focus on key areas of work life in order to get those results they desire.

### Programme Outline

- Review of working time, day/week/month
- High value vs low value activities
- Planning your time
- Establishing clear goals and objectives
- Managing your meetings
- Managing your work environment

Optimum Results Ltd  
The Business Centre,  
Blackthorn Business Park  
Coe's Road  
Dundalk  
Co Louth

Tel: +353 42 9333033  
Email: [info@optimumresults.ie](mailto:info@optimumresults.ie)  
Web: [www.optimumresults.ie](http://www.optimumresults.ie)

