

Time management

Synopsis

“How do I say ‘no’ without damaging my career?”

“How do I find the time to look after my team properly?”

“When can I do that business development meeting?”

This course addresses the difficulties that lawyers face in handling competing priorities.

Duration

2 – 3 hours

Format

Workshop based on three video scenarios

1. Do me a favour Anna
2. No time Tom
3. Email overload

Delegates

Lawyers and support staff at all levels
Maximum 8 per course

Outcomes

As a result of attending the course, you will:

- win back more control over your diary and workflow
- improve your planning skills
- manage other people’s expectations
- handle conflicting priorities efficiently
- collaborate ‘for real’
- use your energy effectively, not waste it

Content

- Planning and prioritising
- Routines and best time
- Saying ‘No’
- Non-legal obstacles
- Using the firm’s resources – alternative routes for getting things done
- Letting go and delegating effectively
- Behaviour at meetings