

## Time management

### Synopsis

We could all improve the way we work, to save time not waste it.

This is a practical course designed to make people think about their personal organisation and take steps to take more control over their working day.

### Duration

3 hours

### Format

Practical from start to finish the course gives lots of options for addressing common problems.

### Delegates

Paralegals and support staff  
Maximum 20 per course

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### Outcomes

As a result of attending the session you will:

- understand the benefits to the firm of working efficiently
- understand the benefits to you of working efficiently
- be able to analyse your individual problems with time management
- have considered a range of tools and techniques to address your problems

### Content

- What gets in the way?
- Taking more control
- Prioritising in tune with my team
- Tackling the hard stuff
- Working efficiently and profitably
- Managing expectations
- What will I change?