

E-learning: Planning & prioritising

Synopsis

This is a great course for lawyers looking to improve how they manage their workload. Let's face it, we could all benefit from having more control over our working day. This course teaches a range of techniques on how to prioritise tasks and plan how to carry out those tasks. We'll also show you how to protect that plan, so that your time isn't hijacked by the demands of others.

Duration

30 mins

Format

You can work through the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

Delegates

Perfect for all lawyers who want to take control of their work and achieve more in the available time.

If you want to buy multiple subscriptions please contact Kath Kinch at Kath@kinchrobinson.com.

Outcomes

As a result of completing this course, you will:

- know how to prioritise your work quickly and effectively;
- plan your time more efficiently;
- understand the importance of scheduling work to use your most productive times; and
- have strategies for protecting your time when new demands interfere with your plan.

Content

- What goes wrong?
- Prioritising your work
- Planning your time based on your priorities
- Tips for increasing your productivity
- Handling interruptions
- Recap