

## E-learning: Time management for legal secretaries

### Synopsis

This time management course for legal secretaries covers everything from how to prioritise work to handling 'time stealers'. It is perfectly pitched to help busy legal secretaries to manage not just their own time, but also the time of the fee-earners they work for. Crammed with practical tips and exercises, the course is engaging and will leave secretaries eager to put into practice what they've learnt.

### Duration

30 minutes

### Format

An e-learning training module with quizzes and practical work. Delegates can test their knowledge and receive feedback throughout the course.

### Delegates

Ideal for legal secretaries of all levels.

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### Outcomes

As a result of completing this e-learning course, delegates will be able to:

- take control of their day
- prioritise tasks from different fee earners
- understand how to identify what is urgent/important and organise their work accordingly
- manage expectations
- use resources to free up their time
- understand the role that delegation plays in their day
- have strategies to help deal with 'time stealers'
- understand the importance of focussing on a 'client' deadline rather than a 'fee earner' deadline

### Content

- Prioritising
- Planning
- Time stealers