

publishing portfolio

Managing Workload

We all have times when we have to work to tight deadlines, or feel we have too much to do, but we shouldn't be fooled into thinking there is nothing we can do about it.

This course helps the learner develop techniques for managing workload through identifying their priorities correctly, setting effective goals and making the best use of their time. It also looks at what they can do when their workload really does become excessive.

Managing Workload enables the learner to:

- Stop time-wasting and focus on the tasks that deliver greatest value to them and their organisation
- Set clear, workable goals and achieve them
- Reduce frustration and stress by ensuring their workload is manageable and their contribution adds value to their organisation
- Experience a sense of achievement when they reach their goals
- Be more efficient at work and find more time for his or her self
- Learn how to say no to unimportant tasks
- Recognise a truly unmanageable workload and ask for help in a constructive way



An annual license to **Managing Workload** provides an entire team with year round access to this unique learning resource.

Learning outcomes

Setting goals

- Why should you set goals?
- How do you set good goals?
- How do you achieve your goals?
- Do your goals ever become irrelevant?

Time management

- Why do I need to manage my time?
- What are the basic principles of time management?
- How should I plan my work?
- How should I schedule my work?
- What techniques can help me focus?

Identifying priorities

- Why should you prioritise?
- How do you decide on priorities?

Excessive workloads

- How do you avoid an excessive workload?
- How do you recognise an excessive workload?
- How do you cope with too much to do?

Target audience

This course is designed to appeal to staff in all functions at all levels.

Less experienced staff may not have considered these topics before and will find significant improvements in the way they operate and in their overall effectiveness.

More experienced or senior people will value the opportunity to spend time on these critical issues discreetly.

Additional services

Blended learning: ½ day workshops available.

Tailoring: include your examples and issues.

See also: *Negotiation Skills, Managing Relationships, Effective Communication, Managing Your Behaviour at Work, Networking Skills, Problem Solving, Project Management, The Internal Sales Person.*