

Time Management

Manage your time effectively to improve productivity and efficiency within your working life

Module Duration: 30mins

Everything we do is to improve the working life and empower practice staff to help enhance the patient experience.

By the end of this module individuals will be able to take control of their time, allowing them to work more efficiently with reduced pressure and thus exposure to stress.

Topics covered include self-discipline, energy levels and assertiveness, all of which are key components of proficient time management. The module will equip you with the skill set to improve productivity within your working life through effective time management.

A blended approach is utilised with each module containing relevant theory alongside interactive activities and opportunities for reflection.

An end of module assessment will evaluate your understanding of the content covered and individuals will receive a certificate of successful study, whilst a learning review document will allow individuals to recap the key elements covered at another time.

Time Management Module Structure

- ▲ An Introduction to Time Management
 - ▲ Why do we need to manage our time?
 - ▲ How can time management aid productivity and reduce pressure
- ▲ Control
 - ▲ Common barriers encountered in time management
 - ▲ Simple solutions to help manage your time effectively
- ▲ Planning
 - ▲ Understanding your energy
 - ▲ Understanding your workload
 - ▲ Task and time prioritisation
- ▲ Module Review Assessment
- ▲ Certificate of Completion (70% pass grade)
- ▲ Module Learning Review Document

Benefits of Time Management

- ▲ Assert control over your time
- ▲ Understand your energy, time and workload
- ▲ Task and time prioritisation
- ▲ Improve productivity, focus and organisation
- ▲ Reduce your exposure to stress

For information about our complete suite of professional development topics, or if you have any other questions, please visit the website:

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