



MANAGING TIME AND PRESSURE

Are you feeling the pressure? Maybe you haven't stopped to take a lunch break? Maybe you feel you have more to do than hours to do it with? With a set number of hours available each day to get things done, how you spend your time becomes critical to your success. Saving and spending time, recognising priorities and becoming focussed on the things which add real value is an important skill set for managers.

What this means for you:

You'll get the chance during the workshop to really think about how effective your current time management strategies are and an opportunity and time to create an action plan that will help rebalance your priorities and deliverables.

Suitable for: Anyone

Course overview:

- Managing competing demands
- Creating systems that help rather than hinder
- Avoiding time traps
- Managing information overload
- Reducing email volume to save time and improve communication
- Introduction to scheduling tools
- Personal action planning

Attendance, including lunch and refreshments:

£125.00 plus VAT for ICCM members

£175.00 plus VAT for non-members

If you would like to host a course, please contact Julie Callender, ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ, email julie.callender@iccm-uk.com.



An ICCM/Heartled Wellbeing quality management training event

Part of a new suite of management training courses for bereavement services

One-day workshop

Learn new skills



ICCM National Office

City of London Cemetery
Aldersbrook Road
Manor Park
London
E12 5DQ

www.iccm-uk.com