



DOCTOR'S PERSONAL EFFECTIVENESS & TIME MANAGEMENT COURSE

Our Doctor's Personal Effectiveness & Time Management Course is the perfect fit for Doctors looking to develop the skills that will assist in maximising their time.

Whilst we all have the same 24 hours in a day how we use them differs greatly. In order to be more effective it's important to be aware of and implement tried and tested tools and strategies. As a doctor, your time is in high demand therefore it is more important than ever to protect it and use it effectively.

This one day course will provide both practical and theoretical application of Time Management skills.

By the end of the course you will be able to:

- ▶ Identify the root causes of poor time management
- ▶ Carry out a life audit to aid life planning
- ▶ Create goals & objectives to fulfil life plan
- ▶ Introduce a range of time management tools
- ▶ Plan steps to manage procrastination and timewasters
- ▶ Introduce effective delegating frameworks
- ▶ Identify ways to work effectively under pressure



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9am: Registration

9.30am: Welcome, housekeeping, course objectives and an interactive warm up session including a review of pre course work

Causes of poor time management

- ▶ Pre-coursework review
- ▶ Causes of poor time management
- ▶ Gaining control of your time and life
- ▶ Life auditing

Morning Break (15 mins)

Gaining a clear direction to aid time management

- ▶ Goal setting your way forward
- ▶ Goals versus objectives
- ▶ Experiential activity

Lunch break (45 mins - 1 hour)

Time management tools & strategies

- ▶ Tools to aid time management
- ▶ How to prioritize your tasks
- ▶ Barriers to time management
- ▶ Making the most of your team – delegating effectively

Afternoon break (15 mins)



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The importance of managing stress

- ▶ Working under pressure
- ▶ Experiential activity

Summary, review objectives, Q&A, course reflection and certificates

Close 16:30 - 17:00