



TAKE CONTROL OF YOUR TIME. PRIORITISE WHAT MATTERS. DELIVER WITH CONFIDENCE.

Designed for busy consultants and professionals managing multiple demands, this workshop provides the tools and techniques to help you manage your workload more effectively, stay focused and consistently deliver results within tight timeframes.

WHAT YOU'LL LEARN:

You will develop the skills to:

- Differentiate between being busy and being truly effective
- Prioritise tasks around high-value outcomes
- Plan and manage your time across multiple client accounts or projects
- Confidently handle competing demands and unexpected requests
- Manage others' expectations and negotiate realistic deadlines
- Minimise distractions and maintain focus on what matters most
- Apply practical time management techniques to improve productivity and performance

WHY CHOOSE AMBER?

We help businesses to grow through people development. Specialising in management and communication skills, we offer training that includes people management, leadership skills, building resilience, communicating with impact, presentation skills, storytelling, time management and much more.

Formats include face-to-face workshops, online training plus one-to-one coaching programmes for individual needs.

MASTERING TIME MANAGEMENT:

WORKING SMARTER, DELIVERING RESULTS

Areas Covered Include:

Working Smarter, Not Harder

- The difference between time management and effectiveness
- Focusing on outcomes rather than activity

Prioritisation and Planning

- Using the Time Management Matrix to prioritise effectively
- Planning workload around high-priority tasks
- Managing time across multiple clients or projects

Managing Expectations

- Communicating priorities clearly
- Negotiating deadlines and finding win-win solutions
- Responding to changing demands and unexpected work

Staying Focused and Productive

- Identifying and managing distractions
- Techniques to improve focus and efficiency
- Practical tools to enhance productivity

Personal Action Planning

- Exercises using productivity tools to apply your learning to your own workload
- Building a realistic, personalised plan to improve time management

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