

# Effective Time Management for Local Authorities

## Course programme

For further information, please contact [training@apse.org.uk](mailto:training@apse.org.uk)

09:45 - 10:00	REGISTRATION
10:00- 11:15	<b>UNIT 1: What is time management?</b> <ul style="list-style-type: none"><li>Identify 'time-eaters' and their impact on local authorities</li></ul>
11:15 - 11:30	COMFORT BREAK
11:30 - 12:45	<b>UNIT 2: Managing your time.</b> <ul style="list-style-type: none"><li>Using an activity log</li></ul>
12:45 - 13:15	LUNCH
13:15 - 14:30	<b>UNIT 3: Prioritising tasks</b> <ul style="list-style-type: none"><li>Planning and scheduling</li><li>Tools for effective time management</li><li>Traditional methods and new technology</li></ul>
14:30 - 14:45	COMFORT BREAK
14:45 - 15:45	<b>UNIT 4: Addressing and solving the 'time-eaters'.</b> <ul style="list-style-type: none"><li>Action planning for your service sector</li><li>Final Q&amp;A session</li></ul>
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE

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Delivering for local people and local economies