

Managing Time and Pressure

A half-day course for anyone seeking to improve their time management, especially relevant for supervisors and those new to management roles. This course will equip you with practical tools to prioritise effectively, stay focused under pressure and maintain healthy balance at work.

Half-day workshop

£250 per delegate

Available in-house



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Learn how to achieve your desired outcomes even when under pressure. Whether you're facing deadlines, juggling multiple roles, or aiming to improve focus and resilience, this course offers a structured path to clarity, calm, and control



PROGRAMME VENUE

Les Cotils Centre, St Peter Port.



COURSE SIZE

A group of 10 to 12 people



WORKSHOP TIME

9am to 1pm



WHAT IS INCLUDED?

Course materials

Certificate of completion

The course at a glance



The Managing Time and Pressure course equips you with practical tools and strategies to take control of your schedule, prioritise effectively, and perform at your best—even in high-pressure situations.

- **Personal productivity**

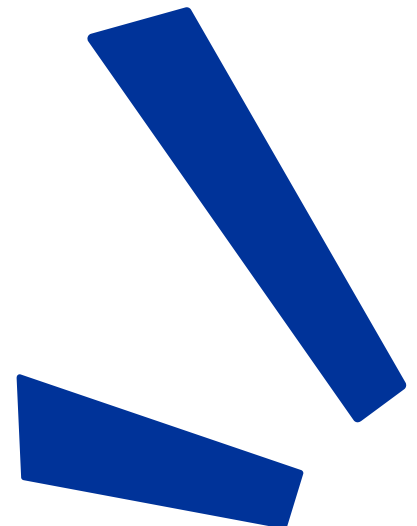
Learn how to prioritise the right activity, handle distractions and eliminate time-wasting tasks.

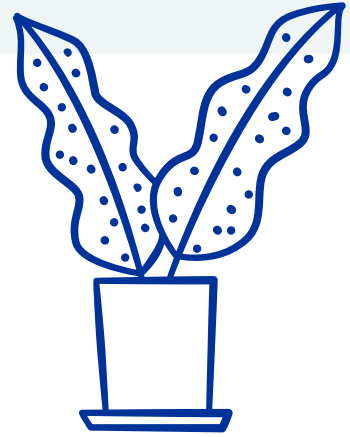
- **Overcome procrastination**

Learn how to spot the signs of procrastination and tactics to overcome it.

- **Self care**

Recognise the signs of unhealthy stress and pressure. Explore practices to reduce stress and maintain healthy boundaries.





What you will learn

- 1** Identify time 'givers and takers' and how to **eliminate time wasters**
- 2** Ways to **manage multiple priorities** without losing a sense of control
- 3** Practical **time management and planning tools** to achieve outcomes and tackle procrastination
- 4** How to use **pressure to propel outcomes**
- 5** Recognise the signs of chronic stress ahead of time; learn **self-care practices** that can help to avoid it



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