

## Workshop

### Managing time and priorities to improve productivity and reduce pressure

Sound management of personal work time and priorities is essential to achieving high levels of productivity, efficiency, client satisfaction, and individual job satisfaction.

This workshop presents a series of practical and easy to implement techniques which can be readily applied to individual workloads, work mixes, circumstances, and preferences.

Participants select the right mix of techniques and behaviours to integrate into their work to achieve firm objectives and get back in control of their time and priorities.

Our professional development workshops help to:

- improve productivity
- reduce time stress
- implement practical approaches which make a positive difference
- put lawyers in control of their day
- improve professional performance.

We offer short professional development sessions or the option of tailored full day professional development programmes to take your team from go to whoa. We will work with your professionals and/or support staff to change unhelpful habits and introduce new approaches which will substantially improve individual and team productivity.

For those already running short of time, we have also developed a brief, two hour workshop to help with key issues and focus on useful tricks and techniques to improve efficiency.

Workshops and professional development programmes are available for fixed fees, which include:

- prebriefing
- liaison with you re venue and room set-up
- workshop presentation materials
- PowerPoint presentations and handouts branded for your firm
- delivery of workshops and facilitation of exercises at your offices
- evaluation sheets
- brief report on participant feedback
- telephone debrief with you.

If your firm's people need to improve their time management skills, enlist our support and we will design a programme to suit your requirements.

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