



BITE-SIZE LEARNING

TIME MANAGEMENT

Bite-sized training sessions: manageable portions of expertise, designed to fit in a lunch hour.

We look forward to joining you for this bite-size learning



What is bite-size learning?

If times are hard, the training budget is one of the first things to feel the squeeze. Yet research shows that those organisations who choose to continue with their learning and development plans out-perform those who do not. Bite-size learning is a great way to keep on top of training efficiently and cost-effectively.

Designed by Dr Lesley Aitcheson and Cerulean's team of learning & development specialists, our bite-size learning has a proven record with many organisations including top universities, charities, trusts, corporations, and councils.

Time Management

We often have a sense of what we could/should do to manage our time better, but something stops us! This session explores what gets in the way of using time productively and how we can motivate ourselves to make better use of our precious time.

Once we understand our blockers, we can adapt the way we work to get the best out of ourselves and our teams. We will also provide you with loads of tools and time management tips to try to help you set new habits and keep the momentum going. In just 90 minutes, we help you press the reset button and rethink your approach to managing your time. One of our learners told us they felt calmer just knowing there were lots of solutions to their time management struggles.

We will equip you with practical strategies and tools to enhance your productivity, prioritise tasks effectively, and achieve better work-life balance. We will also cover:

- Prioritisation (what to do first and why)
- Boosting your productivity (and motivation!)
- Managing meetings and distractions more effectively
- Setting daily, weekly, monthly and quarterly goals and longer term plans

To find out more about our Personal Effectiveness bite-size learning sessions, click [here](#)