



# Skillsbootcamp

## 3rd August 2022

### 8:30 AM Right on time

#### Summary:

Our workload never seems to diminish with our to do list getting even longer. This session takes the best tips from 10 years of time management courses. It gives you practical tools to manage your workload, find more time & get stuff done.

#### Key learning:

- Making sense of time;
- Prioritising;
- Dealing with interruptions;
- Using technology to help you;
- The top ten best tips we have found from reading 100's of articles and attending sessions.

#### It would suit:

Any one with too much to do and too little time to do it, that wants to get more done.

### 10:30 AM Don't get a D for delegation

#### Summary:

Effective delegation is one of the most valuable skills you can master. It reduces your workload, helps leaders advance and develops employee skills. Many leaders however still hold on to tasks and become over-whelmed. This session will give leaders the understanding of why they should delegate and how to do it confidently.

#### Key learning:

- Why we should all delegate more, the positive impact on doing so for yourself, your team and others;
- Who to delegate to;
- A formula for delegating;
- Using new SMARTER goals;
- The top ten best tips we have found from reading 100's of articles and attending sessions.

#### It would suit:

All leaders and managers with an increasing workload that need to prioritise. It will also help solopreneurs as we do not always need to delegate to others.

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