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kenttrainers

The Jumping Boy's Top Tips for December

Course coming up at Chilston Park, Lenham.

- [Time Management](#) - 11th January
- [3-day Management Programme](#) - 12th, 17th & 26th January
- [Sales Team Management](#) - 24th January
- [2-day Team Leadership](#) - 30th and 31st January
- [Communicate Assertively](#) - 31st January
- [Introduction to First Line Management](#) - 7th February

MATES' RATES IS BACK FOR DECEMBER

Book a delegate onto any of our advertised courses at Chilston Park and you can book a second delegate onto the same course for half-price. You can book onto any course running next year, just book before 1st January 2017.

Time Management Tips

We asked our time management trainers for their favourite tips to help you to get more from the time you have. This is what they said:

- *You can't save time.* Time isn't like money; you can't save it up for a rainy day. What you can do is use it well. Decide what are the three most important things to get done today and make time to tackle them.
- *Unpleasant tasks can spoil your whole day, as you anticipate your discomfort.* Get them out of the way early and promise yourself a reward when they are done.
- *Make a big, uncomfortable task easier by just setting out to do the first part.* When you've done it, your momentum will lead you to the next steps.
- *If you have a big stack of papers you haven't dealt with for weeks, put it all in a folder and move the folder to a drawer.* If they've waited for weeks, they probably aren't important, so stop wasting energy worrying about them. (Unless, of course, they are from the Revenue and Customs!)
- *Use the start of your day.* Once a week, start work half an hour earlier. Get a good coffee and a nice snack as a reward, and use the time to catch up and get ahead.

Learn all about managing yourself and your time on our [Time Management course at Chilston Park on 11th January.](#)

Make Time to Manage

Management and leadership are all about people. One of the best pieces of advice one of our trainers ever got was this:

“As a manager, getting your own work done is important, but not as important as for your staff to get their work done. This is your real job: to help your staff succeed at theirs.”

So, don't consider your staff's requests for advice, guidance and support as interruptions to your work. Consider your work as something to get done in the times between managing your team.

By seeing both sides of your responsibility as important and scheduling your time accordingly, you can really make time to manage.

Learn all about managing others on our [3 day Management Programme at Chilston Park on 12th, 17th and 26th January.](#)

Make Time to Lead

Leadership is a strategic role, yet how many leaders make time in their week (let alone in their day) to *really* THINK? Once a week, take an hour from your diary for a good quality review and for forward thinking. Leave your phone behind - just take a notebook and pen to a quiet place where you won't be disturbed: a local coffee shop, a park or an empty meeting room.

Use the time to think about what is around the next bend. Ask yourself, "What am I missing, what's really going on, what are the real issues and how can I deal with them effectively?" If you aren't thinking these thoughts, then who is?

Learn all about the skills of leadership on our [2 day Team Leadership course at Chilston on 30th & 31st January.](#)

And don't forget, book in December and take advantage of our buy one, get one half price Mates' Rates offer.

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