



Time Management for Senior Doctors

PD028w

3 external CPD points

Introduction

This workshop will address many of the specific issues faced by senior doctors which often lead to workplace stress and it will provide practical strategies for more effective time management, such as prioritising and goal setting.

Course structure

- **½ day workshop**
- **Date: 18th January 2022**
- **Timings 9:30am – 12:30**
- **Venue: TBC**

Workshop objectives

- To enable participants to gain control in their working lives, experience less stress and achieve a better personal work/life balance.
- To provide practical advice regarding priority goal setting, planning and organising, using e- mail effectively, leading more effective meetings and best time management practices.
- Leading more effective meetings
- Best time management practices
- To create a sense of professional camaraderie and support that might extend beyond this training.