



How to better manage your time.

Time is money, especially in a professional services company. There is an extremely effective way to manage your time and to get the most from your working day and it's already at work in your firm. It's called Keyhouse and here is how to get the most from it.

Time is your most precious resource and your firm's profitability is primarily dependent on the number of hours you bill.

Good time management is an essential skill for any lawyer – you can't charge clients for your poor time management. Lawyers who are organised and manage their time well are likely to be more pro-active than reactive: They think more clearly, are more organised, work more productively and make a better impression on clients and colleagues than lawyers who have poor time management.

Developing and maintaining good time management skills cannot be done in a day – it is a continual process that needs on-going practice to change existing habits. This Keyhouse CPD course will help, examining the principles of time management and looking at time recording on a practical basis using the Keyhouse Time Recording module.

The first session covers:

- Objectives and benefits
- Career expectations
- Self assessment review
- Task prioritising theory
- Time management assumptions
- Time management barriers
- Cognitive behaviour
- Time studies
- Resources – strategic management
- Leadership and delegation
- Stages of delegation
- Benefits of consistent delegation
- Over or inconsistent delegation
- Session summary

The second session covers:

- Time management – practice
- Case management – system input and output
- Full cycle time management process
- Tasks and habits correlation
- Case management:
 - Task prioritising
 - Batch related tasks
 - Set reminders
 - Focus
 - Reschedule tasks
 - Time recording
 - System solutions

Keyhouse continuing professional development (CPD) courses focus on you, individually and professionally, to give you and your practice a competitive edge. These courses bridge the gap between theory and practice, making everything you do more identifiable and relevant to your practice and so hugely maximising training benefits and return on investment.

Our CPD courses are particularly valuable because they teach you the theory behind key areas such as risk management, time management and anti money laundering and then show you how to put it to practical use in the Keyhouse system.

These courses are open to all legal professionals, everywhere.

Duration 2 X 2 hours

Cost €180

Points 4

For more information or to book your Keyhouse CPD course, just call us on 01-290 2222.

