



## Time Management (1/2 day)



### Overview

The productivity of individuals and organisations hinges greatly on their ability to manage time efficiently. Harnessing this critical resource increases both employee output and organisational competitiveness.

In this ½ day course, delegates will gain the practical skills to develop and implement a framework for successful time management as well as adopt proven tools and techniques to make day-to-day choices about managing your time and achieving your goals.

### Target Group

This course is valuable for anyone who wants to improve their productivity by managing time more effectively and for those who wish to develop more balance and control over their time commitments

### Objectives

By the end of this course delegates will be able to;

- ✗ Identify why time management issues arise
- ✗ Identify techniques and strategies to overcome time management challenges
- ✗ Demonstrate the key elements of successful and effective time management

### Course Content

Below is an overview of the topics that are covered. (Please note that if this course is delivered on an in-house basis, the content can be tailored to meet your specific requirements and address any issues you may have.

- ✗ How well do I currently manage my time?
- ✗ Identifying potential time stealers
- ✗ Getting to the root of the problem
- ✗ Prioritising and managing the use of your time
  - Dealing with Emails
  - Organising meetings
  - Handling visitors
  - Dealing with the unexpected
- ✗ Delegating to others
- ✗ Planning ahead
- ✗ Action Planning
- ✗ Evaluate

### Outcomes

There is no exam as the trainer will assess each individual ongoing throughout the course. All delegates will receive a certificate of attendance.