Course Profile

Course name: **Time Management**

Duration: 1 Day

Objectives:

This course is designed for anyone who wants to make the best use of the time available to achieve their goals

Course Content:

- Identify your key time management issues and how they relate to your work objectives.
- Implement goal-setting techniques.
- Identify your preferred working style and how this applies to your work
- Learn how to prioritise and control procrastination.
- Apply the Pareto principle
- Develop strategies for preventing and controlling interruptions to your plans.
- Apply time management tools and techniques
- Recognise the delegation process and how this can impact your time.
- Develop strategies to manage your stress
- Produce a personal action plan for implementation in the workplace

How You Will Benefit:

- Better organisation of yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail workplace productivity.

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