



## Time Management

This time management course is designed for a wide range of people, from managers to employees at any level, staff in big and small companies, and self-employed individuals.

People who will benefit from this course include:

- Managers who need to juggle the competing demands of a variety of tasks, including making decisions and managing teams.
- Staff from junior to senior level.
- Self-employed individuals who need to be accomplished at a multitude of skills to run their business alone, or at the head of a very small team.
- People who work from home and need to be self-directed and create their own working structure.
- Anyone who always feels as though 24 hours in a day are never enough.

During this 1-day workshop, participants will have the opportunity to explore their own use of time and how it impacts on their work and life balance. Participants will have the chance to use their own analytical skills to evaluate the concept of time and its impact and methods and techniques for utilizing time.

### ***Learning Objectives:***

- Examine their current use of time and their strengths and weaknesses in managing their time.
- Identify the things that stop them from using their time efficiently.
- Employ techniques that will help them tackle procrastination.
- Prioritize tasks by importance and urgency.
- Set [\*SMART goals\*](#) and objectives.
- Apply techniques that will enable them to deal with interruptions from others and say 'no' when needed.
- Implement techniques for maximizing the use of their time.
- Plan their own time management course of action.

