

Time Management

Theory and Practical
1 Day



Content Outline

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Course Overview

This course helps to answer the question of “Where does all my time go?” It focuses on the importance of time and gives you proven techniques and models to effectively protect and manage it. Through practical exercises and examination of time management tools and techniques, the course will give you the ability to plan and prioritise effectively.



Course Content



Course content will be:

- The importance and impact of strong time management skills.
- Establish and overcome the causes of poor time management.
- Understanding and analysing your own peak physiological performance and time.
- Analysing your current approach to managing and prioritising your time.
- How to say 'no' to some 'now' requests.
- Methods of task prioritization.
- The science of timing.

Course Outcomes:

- Improve ability to plan and prioritise workloads.
- How to time map your tasks and activities.
- Creating a plan and making it stick.
- How to identify and overcome blockers within your working day.
- How to minimise wasted time and distractions in the work place.
- How to effectively plan, schedule and prioritise your tasks / projects.



Awarded by

Course Completion Certificate awarded by Acudemy.

ARE ANY FINANCIAL OPTIONS PROVIDED?

- Further discounts for upfront payment.
- Instalments also available.



Questions or comments?

Get in touch!

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