

## Time Management Skills



This one day course will give you the skills to efficiently and effectively manage your time. You will learn to manage your time in a stress free, well organized way. The course provides a whole range of tools and techniques to make managing your time simple and straightforward.

### Time Management Course Objectives

- Why time management issues arise
- Increase participants ability to plan and prioritize their own work
- Raise awareness of the importance of setting clear goals
- Minimize wasted time and distractions in the workplace
- Avoid being deflected from your priorities
- Explore self-motivation as a time management tool
- Discover practical tools for dealing with unexpected events that steal time throughout the day
- Provide practical tools and techniques for effective delegation
- Provide practical tools for how to say *no* to some *now* requests



### *Time Management Course Preparation*

*Participants will be required to complete a five day time log before the class. The log will help to identify what works and what knocks you off course time-wise in the course of a 'normal' day.*

Where do you go from here?

