

Time Management

[One-Day Program]

The pace and demanding environment of every business and workplace today place huge pressures on people faced with increasing responsibilities but the same amount of time. Time management has become critical for both personal and organisation success.

In this program we take the view that time management involves more than efficiency techniques. Habits and behaviours play a significant role in the way we use our time and participants are challenged to reflect on their own values, on their workplace responsibilities and the importance of work/life balance as the first steps towards assessing management of their time.

Content includes:

- Clarifying personal values, visions and goals for business and personal success.
- Planning systematically and prioritising for results
- Monitoring progress, evaluating results and celebrating achievements.
- Awareness of behaviours that impact time
- Committing to actions that lead to a more balanced and productive life.

Learning outcomes:

At the end of the seminar participants will be able to:

- Understand the importance of planning and prioritizing
- Break overwhelming goals down into simple, achievable steps.
- achieve their goals - business, work and personal
- Make more time management decisions
- Reduced stress levels and increased self-esteem
- Commitment to follow through

What others have said

- *"Focused on practical-achievable action".*
- *"Great – presenter kept everything on track, spent time with groups and gave helpful input"*
- *"Well structured and paced".*
- *"I feel confident in using this model in projects I will be developing or initiating".*
- *"I'm not going to set limits on myself again."*
- *"I need to put things in perspective – One step at a time."*
- *"Interest was maintained at all time".*
- *"Thought provoking".*
- *"Provides useful checklists for monitoring tasks that I delegate in future".*