



Business success through people

TIME MANAGEMENT

2 DAYS

Course:

Day 1

The Concept of Total Life Time Management

- Time management defined
- 5 ways of looking at time
- 3 categories of time management
- Personal time management outside of the office
- Self-assessment of your time management style
- Balancing work and life

Setting Goals and Time Management

- Establishing and setting values in time management
- Life event categories
- Personal goal setting
- Business goals and allocating time segments

Time Management Techniques in the Office

- Analysing use of time
- Priority and responsibility assignment
- Analysing your work behaviour
- Barriers and solutions to workplace time problems

Day 2

Developing a personalised time management system

- Making effective lists
- Using time planners and scheduling techniques
- Applying useful time beaters
- Managing the time of others

Special Tactics

- Personal time problems
- Dealing with people as time wasters
- Telephones
- Meetings
- Paperwork
- Other time issues

Working with personal time management templates

- Yearly, monthly weekly and daily time planners

Page 1 of 2

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- Ideas generator
- Project planner
- Activity grid