



PRACTICAL TIME MANAGEMENT

# PERSONAL PRODUCTIVITY & TIME MANAGEMENT

1 DAY NON-CREDIT BEARING SHORT COURSE

Productive and successful people use simple and practical time management tools all the time and often unconsciously. This course incorporates key insights and practical guidance on the use of a range of time management techniques and tools.



## PARTICIPANT PROFILE

Employees who are feeling overloaded at work, and possibly in their personal lives as well, will be empowered with a range of simple and practical time management techniques designed to optimise personal productivity.

## COURSE CONTENT

- Holistic life principles
- Costing your time
- Setting goals
- Planning tools
- Balancing urgency and importance
- Action plans
- TO-DO lists and priorities
- Eliminating time wasters

