

Managing Time Effectively



A 1-day Programme

Who for:

Individuals seeking to optimise their use of time, by defining and sticking to priorities, planning effectively, working efficiently for best results, and minimising “time thieves”.

In this programme, you will learn and practise:

- How to define and clarify your key priorities
- How to plan effectively and realistically to achieve tasks, projects and results on schedule
- How to stay on track with plans, and how to recover if circumstances throw projected plans off target
- Clarifying major and minor “time thieves” and developing strategies to minimise them
- How to say “no” assertively and constructively
- Achieving the right work/life balance

