

### TIME MANAGEMENT

**LENGTH**

2 Hours

**FORMAT**

Live

This workshop will help you to better manage your time to become more productive at work. You will be introduced to a range of techniques for prioritizing tasks, dealing with time wasters and managing yourself and others.

In this module, participants will learn via a series of questionnaires, games, and discussions that relate the time management techniques to your daily life.

**LEARNING OUTCOMES**

After taking this course, you should be able to:

- schedule your work day more effectively
- analyze and prioritize your workload
- focus on your key tasks and avoid distractions

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### COURSE OUTLINE

**Introduction**

- A Typical Working Day
- What Kind Of Time Manager Are You?
- Organizing & Focusing

**Managing Your Tasks**

- 'To-Do' Lists
- Prioritizing Your Tasks
- Covey's Priority Matrix
- Your Body Clock & 'Prime Time'

**Managing Yourself**

- Your Workspace
- Your Inbox
- Work Patterns

**Managing Others**

- Handling Interruptions
- Saying 'No'
- Delegating