



# Time Management Workshop

## Course Information

### Half Day Workshop (4 Hours)

### SSTM05 (course code)

#### Target Audience

This course will be of benefit to anyone who is wanting to gain new skills and understanding in the area of time management.

#### Overview

Good time management enables you to work smarter – not harder – so that you get more done in less time. Failing to manage your time properly damages your quality of work and causes stress.

Armed with proper time management tools you can master any day's tasks! This workshop will help you understand the mechanics and methods of time management and how to make the most of them.

#### Course Inclusions

Work book with activities and action plan

Certificate of attendance upon completion

#### Learning Outcomes

By the end of this course you will have gained knowledge of:

- What is time management?
- Self-Management
- Time Management Tools & Strategies
- How Good is Your Time Management
- Gathering Points
- Procrastination
- Switch Tasking is the NEW Multi-Tasking
- Interruptions
- Using Time Effectively Not just Efficiently
- Using Technology to Time Manage
- Saying 'Yes' to the Person, "No" to the Task

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## Course Content

**Tackling procrastination** - The ability to overcome procrastination and tackle the important actions that have the biggest positive impact on your work and life. We will look at who, what, where, how, and why and best of all how you can overcome procrastination once and for all.

**Planning and organisation** - To be consistently productive each day, you need a daily plan, not just a to-do list, and you need to commit to using your plan. Prioritisation is a crucial skill and we focus on tools and strategies that help you to distinguish between the urgent and the important.

**Time management tools and processes** - Throughout each section of the workshop you are provided tools and knowledge to assist you with becoming your own time management guru.