



“EFFECTIVE TIME MANAGEMENT” (4 HOURS)

Audience: Designed for proprietors, managers, supervisors and team leaders.
Recommended Minimum: 6, Maximum: 20.

Venue: Preferably in an external training venue.

"Effective Time Management" is a powerful program that will give you the keys to good time management. Many of us want more time or feel like we don't have enough time and yet rationally we know that we cannot get more time and we have enough to do all the essentials. We therefore need to delegate or let go of tasks, prioritise more effectively or find strategies to do our existing tasks more efficiently.

"Effective Time Management" is a practical program that will help us to see where our time goes and how to manage it better. It will guide us to work smarter and achieve more without working harder! It includes scheduling tools and also addresses the important areas of balance and 'quality time' in non-work areas. Getting this right will often give us more energy and focus when we are at work and make life more fulfilling.

Topics covered include:

- Making the most of the time you have
- "Important" versus "Urgent"
- Planning – setting priorities and goals
- Managing your workspace
- Interruptions and Timewasters

Participation in this module as a 'one-off' or 'paired' with **"Effective Task Management"** is a very valuable learning experience that is significantly enhanced if participants are able to complete the whole Leadership and Management Program Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.

A two-hour, team-level version of this program can also be run exclusively for your organisation.

TESTIMONIAL

"I learnt how to effectively plan and manage my time. The content was great and gave me lots to think about and to implement."

Retail Manager, Eaton, WA