



“EFFECTIVE TIME MANAGEMENT – FOR TEAM MEMBERS” (2 HOURS)

Audience: Whole team can benefit from understanding what constitutes effective task delegation and completion.

Venue: Either in an external training venue or in pharmacy when not trading.

"Effective Time Management" is a powerful program that will give team members 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 plan and 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 program as a 'one-off' or 'paired' with **“Effective Task Management”** is a very valuable learning experience.

There is a more in-depth 4-hour version of this program for Managers and Supervisors as part of the Leadership and Management Series. This series is run in capital cities and various regions for proprietors, managers and senior staff.