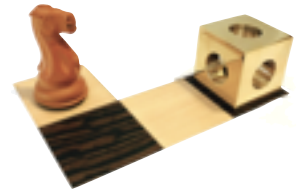


# beyond the board training

Course Factsheet C4



## Time Management



There never seem to be enough hours in the day to get what we want done. Time management is a familiar concept, but to put it into practice you need to understand why it is that we struggle to manage our time well. Applying the knowledge and strategies from this course will help you strategically organise your time for your work and your own professional growth.

### Prerequisites

The course is appropriate for employees of all levels.

### Outcomes

As a result of this course the participants will:

- Become familiar with time management strategies and tools that enable them to take initiative;
- Recognise and eradicate time wasters;
- Become capable of making time for every task;
- Overcome procrastination;
- Becoming more assertive in protecting their own time;
- Use time in meetings more effectively.

### Syllabus

- Review of individual time usage
  - Identifying and dealing with common time wasters
- Procrastination
  - Reasons why we procrastinate
  - Strategies for tackling procrastination
- Concentration and focus
- Planning your time
  - Goals and To-do lists
  - Time management planning tools
  - Prioritisation (action-priority matrix)
  - Why multi-tasking doesn't work
- Working with others
  - Saying "no" assertively
  - Attending and chairing meetings
- Personal action plan
- Recap
- Q & A Session

**COURSE LENGTH:** 4 HOURS  
**MAXIMUM CLASS SIZE:** 12 PEOPLE