

Time Management

Time is money. Managing time well is an essential ingredient for people in organisations where productivity is of prime importance.

Objectives

After successful completion of this course, participants will be able to:

- Identify the symptoms of poor time management
- Clarify priorities
- Set limits
- Develop and implement an action plan
- Set attainable short term and long-term goals

Benefits

For the participant, more effective time usage.

For the organisation, a goal directed workforce focused and economical in time usage.