

# Time Management

## Training Course Details

### About This Course

This course covers vital theory and practical techniques for all aspects of time management.

### Who Should Attend?

Everybody who has to meet tight deadline and needs an introduction to the principles and strategies of effective time management.

### Course Objectives

To provide students with an understanding of how to plan, prioritise and control their workload. To measure where are what you spend time on and to provide strategies that assist in time management.

### Course Overview

Welcome and introduction, followed by:

- Time flies, common time wasters
- Breaking out of the comfort zone
- Handling information
- Effective meetings
- Controlling stress
- Setting goals and priorities
- Are you addicted to urgency?
- Reducing paperwork
- Controllable and uncontrollable time
- Accurate information in a timely manner

Practical scenarios to recap key points  
Assessment – written and practical

### Course Details

Duration      **1 day**  
Certificate    **Certificate of completion provided**

Course Title    **Time Management**  
Course Ref     **HR003TM**

### Additional Information

This course can be adapted to a half day course.