

Time Management Essentials

Course Content

This course provides simple and practical time management strategies to get more out of every day and includes:

- Goal setting strategies and techniques
- Use of goal setting to prioritise and manage multiple tasks
- Aligning of goals and daily tasks to business objectives
- Urgent versus important tasks
- Overworked or under organised?
- Developing effective work schedules
- Working efficiently as well as effectively
- Measures of Success
- The 80:20 principle, The 5 D's and A-B-C priority shorthand
- Developing a Personal Action Plan

Who should attend?

This workshop is ideal for any employee who is required to manage multiple tasks and priorities in a workplace.

Learning Outcomes

By the completion of this course the participant will be able to:

- Prioritise work tasks

- Identify time management strengths and limitations
- Set and monitor personal work goals
- Know and understand the difference between urgent and important tasks

Delivery Information

Duration: 2 hours

Locations: State-wide

Investment

\$175 TCCI member

\$260 non-member

More information?

Call 1300 559 122 today to discuss your training needs including on-site or customised delivery or email

training@tcci.com.au