

Time Management Strategies

Course Content

Do you want to learn how you can optimise your efforts to ensure that you concentrate as much of your time and energy as possible on the high-payoff tasks?

This workshop looks at how you can achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not necessarily based on doing more things in less time.

This workshop will address the following:

- Understand your time wasters
- Plan your work ahead
- Prioritise effectively
- Categorise tasks using the urgent/important Matrix
- Manage Email
- Gain lasting skills to tackle procrastination
- Learn to organise the workspace for efficiency
- Master when and how to delegate for maximum productivity
- Set daily rituals for better productivity

Who should attend?

This course is designed to assist anyone wanting to create efficiency through identifying time wasters, planning and knowledge of appropriate and helpful time management tools and strategies to assist in prioritising effectively.

Delivery Information

Duration: 2 hours
Location: 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