

## 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: 3 hours

Locations: Statewide

### Investment

\$250 TCCI member

\$375 non member

### More information?

Call today to discuss your training needs including onsite or customised delivery or email [training@tcci.com.au](mailto:training@tcci.com.au).