



## TIME MANAGEMENT

# Course Template

### Outcomes:

Participants will more effectively plan, prioritise and complete their work in terms of its urgency and importance. If managers/supervisors, they will also lead and coach their staff to do likewise.

### Target Audience:

Appropriate for all employees - 12-16 participants

### Duration:

One day

### Objectives:

On completion of the training, participants will be able to:

- accept personal responsibility for management of their time (we all have 24 hours a day!)
- prioritise and complete their work in terms of its importance and urgency
- minimise crisis management through effective forward planning
- if managers, assist team members to more effectively manage their time
- know the areas in which they can improve their management of time

### Key Content:

- Time: a precious and limited resource
- How successful people manage their time
- How important? How urgent?
- How should I spend my time? How do I spend my time?
- What issues impact on my (and my team's) management of time?
- Experiential group exercises
- "If you fail to plan, you plan to fail" - the importance of planning
- How do you spend you day? How do you spend your life?

### Comments by Participants

- *Reinforced and clarified the basic issues of managing time*
- *Greatest benefit: finding the time to balance all aspects of my life; prioritizing what is important*
- *My goals were met, in fact, the workshop exceed my expectations*
- *Extremely informative*
- *A most interesting and rewarding day*
- *Very relevant, and examples were very realistic*
- *Much better than I expected*
- *It exceeded my expectations. The activities were fun and gave me the chance to evaluate my life and determine the changes I need to make.*