

# Time Management

## Who should attend?

Learners who wish to regain control of their lives, and who want to learn techniques for making their personal and business life more productive.

## How long is the course?

1 Day

## Course Objectives:

Analyse your current use of time.  
Become aware of time under your control.  
Make the most effective use of time.  
Assemble time management tools to take control of your time.  
Create an action plan for Time Management.

### Lesson 1: The principles of Time Management

What controls your time?  
Tests of time  
How to create a time log  
Necessity, appropriateness and efficiency test  
Benefits of time utilisation  
Know your prime time  
Daily energy cycle  
Momentum and burnout  
Setting task priorities  
Take control of your time usage

### Lesson 2: Techniques for Time Management

Goal setting and planning  
Common time wasters  
Internal time wasters  
Needs profile analysis  
External time wasters

### Lesson 3: Innovations for Time Management

How to use modern technology to your advantage

### Lesson 4: Travelers' tips for time saving

Some practical ideas for people on the move

### Lesson 5: Practical advice and tips

Apply what you've learned  
Analysing time  
Action plans  
Documents to get you started