



## Time Management – Half Day

‘If only I had more time!’

This cry can be heard from almost any manager’s rooftop regardless of industry or experience.

This course provides practical skills to concentrate on what really needs to be done, identify what doesn’t and effectively delegate the rest. A must have management tool.

**One thing we can attest to with this program, is that if you use the tools, the tools work, and if you do not use the tools – they don’t work!**

An interactive workshop – this course is practical, hands-on learning at its best. Participants question assumptions, which leads them to be able to view suggestions in a new light.

Key tools are provided in this course that can be implemented immediately back at work to make an instant impact, along with others that can be implemented over a longer timeframe, for more dramatic effect.

Fees and dates are negotiable for on-site courses, public course dates and fees can be provided on request.

Photo by [Lukas Blazek](#) on [Unsplash](#)

### What it covers:

- True/False Questions on Forward Planning and Objective Setting
- Covey’s 4 quadrants
- Standard Diary
- Quiet Hour
- Forming a new Habit
- Pomodoro Method
- The Seven Deadly Sins of Poor Planning
- Time Robbers
- Role Clarity
- Delegation