

TM101

Work hard
Dream big

TIME MANAGEMENT

www.crestwoodcollege.com

OBJECTIVE

When you have completed this course
you will be able to define the key
concepts associated with Time
Management



CRESTWOOD COLLEGE



Time Management

When you have completed this course you will be able to define the key concepts associated with Time Management and you will be able to:

- Identify the main obstacles to effective time management in your daily life
- Understand the nature of time management
- Understand a range of tools, techniques and concepts for time management
- Use these techniques to build an effective time management process that will enhance your productivity and lower your stress
- Explain the benefits of having an effective time management process

Duration

2 Days

Course Outline

Module 1

- Time Management & Self-Management
- Clarifying your purpose and vision
- Challenging bad habits - creating new ones
- Understand your job

Module 2

- The four generations of time management
- Pareto analysis
- Time log

Module 3

- Getting organised
- Keeping your agreements
- Increasing your focus



Module 4

- Weekly planning
- Monthly planning

Module 5

- Time wasters
- Procrastination
- Time wasting meetings

Module 6

- Delegation
- Assertiveness
- Self-assessment
- Questionnaire

