



## INTRODUCTION

Many people struggle with time management. There simply does not seem to be enough hours in a day to accomplish all the tasks that need to be completed.

Effective use of time is very important. Time management is the process of planning and controlling the amount of time spent on specific activities, especially with the goal of increasing efficiency and productivity.

## COURSE OUTCOME

Delegates will have a better understanding of:

- Own approach towards time management,
- Obstacles to time management.
- The danger of procrastination.
- How the brain deals with unfinished tasks.
- Identifying obstacles to time management.
- The impact of technology on time management.
- Email as a distractor to effective time management.
- Personality preferences and time management.
- Following a time management process.
- Personal energy cycle.
- Time management tools and models.
- Using technology to improve time management.
- The importance of having goals in place.
- Changing habits.

## TARGET AUDIENCE

This course should be attended by individuals who want to improve their time management skills and be more productive in the workplace.



# TIME MANAGEMENT

## VENUE

Ground Floor Training Room  
31 Princess of Wales Terrace  
Parktown, Johannesburg, 2193

Courses are also offered in Durban on a regular basis.

On-site training for groups of 20 or more will be considered, subject to viability.

## COURSE FEE

R 1,330 incl VAT(Non-WHC)

R 800 excl VAT(WHC Divisions)

## COURSE DURATION

1 day (Start and end times may vary slightly, confirmation will be provided on registration)

## BOOKING

Please contact us at:

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