



# TrainSkills

TRANSFORM AND PERFORM

Career Skills Course

**TIME MANAGEMENT**

 1 Day

 On/Off Site

## About the Course:

This course introduces time management tools and techniques that allow participants to manage their time more effectively and feel more in control. The training enables participants to identify areas of their job where time could be better utilised and the actions necessary to alleviate problems identified. Time management has been in existence for a long time, but the term creates a false impression because time cannot be managed: we can only manage ourselves and our use of time. We teach you how to build time management techniques into your daily routine so you can recognize and solve personal time management problems, staying in control of your working day.

## Upon completion of this course, participants are better prepared to:

- Plan and prioritise each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organise your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

**Course material and duration can be customised to suit your specific needs.**

Aligned to Unit Standard 15234 at NQF L5

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