

# 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



mictseta

MICT Seta Accreditation No:  
ACC/2007/00/367



[www.keybasepretoria.co.za](http://www.keybasepretoria.co.za)

Tel: 012 348 0099/0062  
Fax: 012 348 0046