

# Time Management

*"The bad news is time flies. The good news is you're the pilot."*

*Michael Altshuler*

The Soft Skills Gap Do You Have One?

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. This course will help learners to understand where all their time is going and why. They will learn how to eliminate interruptions and delegate low-priority tasks to others. Best of all, they will learn how to recognize & protect their high-value tasks & make sure they are done well and on time.

## Who this course is for

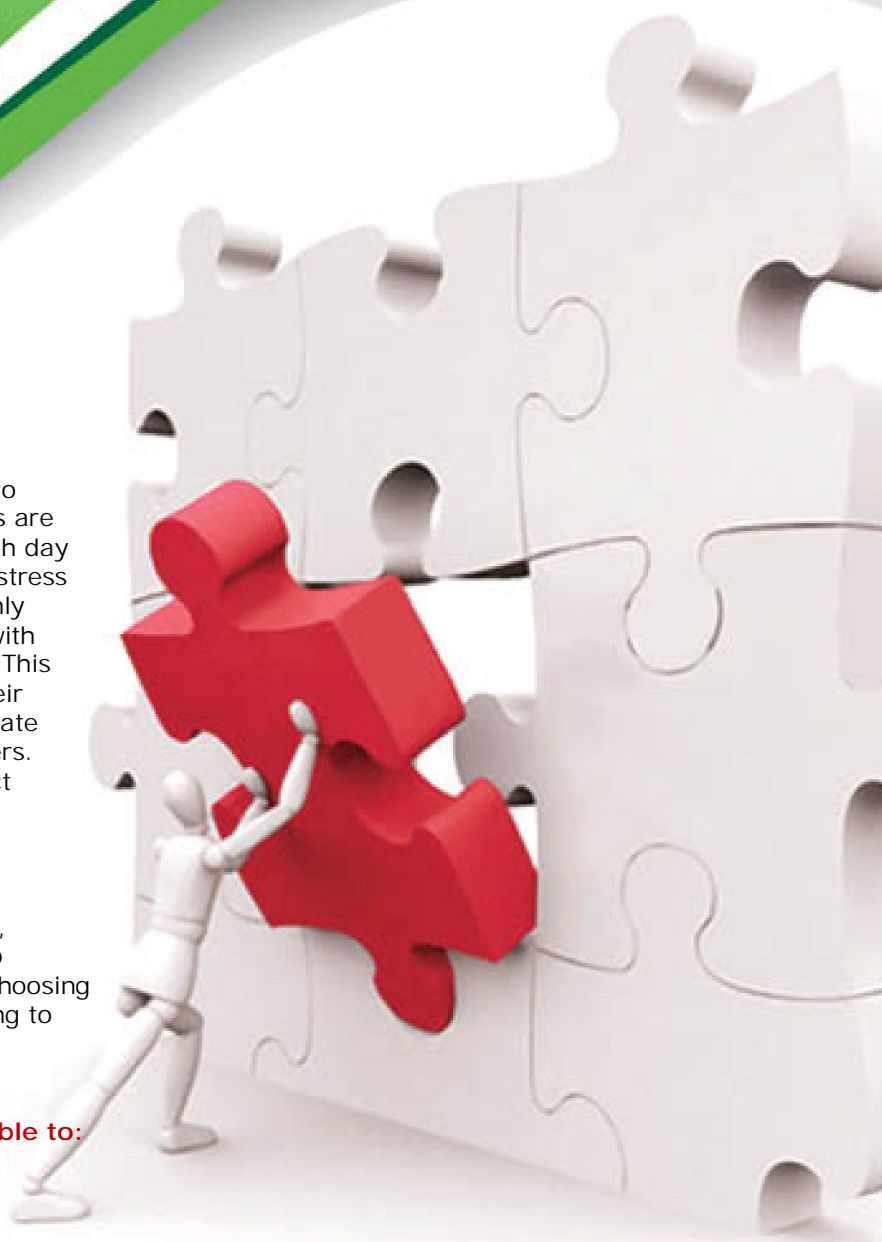
This course is intended for managers, sales persons, administrative assistants, executives or anyone who wants to increase their productivity by proactively choosing how and when to invest their time, and those wishing to develop more balance & control over their time commitments.

## By the end of this course, learners should be able to:

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

## Course Outlines

- Topic 1: Goal Setting
- Topic 2: Prioritizing Your Time
- Topic 3: Planning Wisely
- Topic 4: Tackling Procrastination
- Topic 5: Crisis Management
- Topic 6: Organizing Your Workspace
- Topic 7: Delegating Made Easy
- Topic 8: Setting a Ritual
- Topic 9: Meeting Management
- Topic 10: Alternatives to Meetings



**Course Level**

**Course Hours**

**Available Learning Formats**

Short Course

8 hours

Classroom & Blended  
Distance & Online

**Applies towards the following certificate(s) & award(s):**

- Diploma in Management



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COLLEGE



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