

TIME MANAGEMENT

In today's busy world you may find yourself juggling competing priorities, under pressure to achieve tasks and commitments, and needing the skills required to effectively manage your time. This course will provide tools and techniques to analyse workloads, prioritise tasks, conquer procrastination, and create systems that will increase efficiency and productivity, maximise effectiveness, and minimise wasted time.

COURSE AGENDA

- Understand how we currently use and manage our time
- Goal setting and the application of SMART principles
- Planning, prioritising and scheduling: a look at strategies and tools
- Delegation versus last minute task allocation
- Identify time wasters and learn how to control them
- Develop methods to overcome procrastination
- How to promote habit forming
- Explore tools, tips and techniques to effectively manage time
- Establish a personal time management system

COURSE DETAILS

Delivery duration	1 day course
Delivery style	Face-to-face workshop facilitated by an Accrete team member including: presentation and facilitated discussion.
Location	Venue to be provided by the client.
Cost	\$2,640, regardless of participant numbers. Course materials are provided by Accrete at a cost of \$25 per participant.
Participant numbers	Maximum: 25
Tailored option	Yes. Please contact us to speak with a facilitator. To provide a tailored course we will generally meet with you to discuss your needs, the specific outcomes you are seeking, and to identify any relevant policies or procedures that should be referred to during the workshop. Tailoring of workshops incurs a development cost. Our facilitators will be able to provide you with a quote for these costs once the range of required tailoring has been determined.

November, 2018