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Time Management Course

Duration

1 Day (08:30 - 16:00)

Objectives

Time Management course is intended for anyone who desires to manage their time effectively by using a variety of practical techniques taught in the course as well as the basic understanding of time management.

Who should attend?

Anyone that wants to improve their time management skills.

Prerequisite

None

Course Outline

1. Time Management Overview
 - Principles of time management
 - Productivity cycles
 - Goals and priorities
2. Time Management Plans
 - Time management plan
 - Daily plan
3. Technology and Time Management
 - Technology saves time
 - Say “No”
4. Productivity
 - Interruptions and meetings
 - Factors affecting productivity
5. Information Overload
 - Causes of information overload
 - Organise your office
 - Communication

To check the course schedule, location, pricing and to book online please visit http://www.multimediacentre.co.za/courses/time_management.php

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.