

# Time management *skills*

THE KEY TO COPING WITH ALL THE WORKPLACE DEMANDS IS TO WORK "SMARTER" INSTEAD OF "HARDER OR FASTER". IN ORDER TO ACHIEVE THIS, WE NEED TO MANAGE OUR TIME EFFECTIVELY.

In today's highly competitive business environment many people feel an increase in their workloads. They experience long working hours and greater time pressures. The key to coping with all the workplace demands is to work "smarter" instead of "harder or faster". In order to achieve this, we need to manage our time effectively.

## How good are you at managing your time?

Ask yourself the following:

1. I feel totally in control of my time.
2. I set aside time every day to plan the next day's activities.
3. I set clear priorities in my job.
4. I start working on important duties in time.
5. I manage to do the work I set out to do.
6. I know my best working times and I arrange my tasks accordingly.
7. I have set myself very clear personal and professional goals.
8. I only promise to do things for other people that I have time for.
9. I know the activities where my best results come from and invest my time accordingly.
10. I try to delegate tasks to others.
11. Generally my desk/workspace is neat and tidy.
12. I am not easily distracted.
13. I am punctual at all the meetings.
14. In my free time I never worry about my work.
15. I have an increased sense of satisfaction about my life's activities.

### DID YOU KNOW?

People who are good managers generally score "YES" to 12 of these questions.

If you scored less, you should think about learning how to manage your time better.



Your **Time Management Skills** program is custom designed to help participants understand the value of time and set priorities to complete tasks on time. Each participant will understand how to be more productive in fulfilling their roles and responsibilities within their organisation.

The program provides participants with the practical techniques and tools to manage their workload during a busy work day.

## Key learning outcomes

Your **Time Management Skills** program will give participants the skills to:

- Plan each day and be more in control of the daily activities.
- Prioritise activities to complete critical tasks and achieve organisational objectives.
- Manage multiple tasks, managers and deadlines.
- Set personal and organisational goals.
- Organise desk/office space more efficiently.
- Manage daily interruptions in the form of phone, email or drop-in visitors.
- Use effective delegation techniques at the workplace.
- Manage meetings more effectively.
- Allow time for creativity and problem solving.
- Manage emails more effectively.
- Meet customer and client expectations.

## Would you like to attend this program?

- For maximum effectiveness, this program is best conducted as an in-house program.
- **Ideal group size:** 4 - 12 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your business premises. Alternatively, we can provide a training venue at a small additional cost.
- **Duration:** This program can be conducted as a one day or half day program.
- **Cost:** Price on request.
- **Target Audience:** Employees, Supervisors, Team Leaders, Senior Managers or CEO's.

If you would like more information on this training program, please contact:  
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