



“Work smarter...not harder” – Allen F. Morgenstern

To meet the demands of today’s increasingly competitive and demanding workplace, 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.”

A time management course can be the extra step to help you gain an advantage and get more work done faster. By mastering time management skills, you’ll notice that you will get more key tasks completed each day. Ultimately, we need learn to manage our time effectively.

NUTS AND BOLTS

Would you like to attend this program?

For maximum effectiveness, this course is best conducted as an in-house program.

Venue: For your convenience, you can choose to conduct this course at your workplace. Alternatively, we can provide a training venue at a small additional cost.

Duration: Each course can be tailored to suit your timeframes.

Target audience: employees, supervisors, team leaders and senior managers.

Look at what you receive within 24 hours at no cost:


- An obligation free proposal
- A bio of a proposed trainer
- Training cost

Key Learning Outcomes

At the conclusion of this course, participants should be able 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

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