

TIME IS MONEY!

(Time Management)

OUTCOME

- To be aware of strategies to manage Time in a productive manner, without raising levels of stress
- *Live to Work or Work to Live?*

COURSE CONTENT:

- **Managing what you do** – procrastination, setting priorities, estimating time and planning
- **Managing communications** – listening, handling the phone, email, reading, writing, dealing with meetings
- **Managing to work with others** – being part of a team, handling interruptions, assertion: saying 'No' and asking for help
- **Managing every day** – 'Prime Time', taking control, mind mapping and making decisions



The session is interactive. Workbooks and hand-outs are provided and a certificate of attendance if required.