the
Management Development
Institute
business and management education since 1981

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Time Management

Code: CT92-500

Series: Personal Development

Duration: 1 day

Understand time
Principles of time management
Productivity cycles
Set goals and priorities

Time management plan
Identify a time management plan
Daily plan

Effective time utilization
Technology
Time wastage

Productivity
Importance of productivity
Personal time wasters
Saying "No"

Control information overload
Causes of information overload
Screening
Create files and organise the office
Communication

By completing this course, participants will learn how to:

- Identify the benefits of time management, evaluate productivity, and identify goals and set priorities.
- Develop time management plans by identifying goals, creating daily plans, and recognising obstacles.
- Use technology to save time instead of wasting time; and maintain a reasonable workload by saying "no."
- Increase productivity by controlling interruptions and meetings, and recognising factors that adversely affect productivity.
- Avoid information overload by identifying causes, screening information, controlling paperwork, and using a filing system to organise your office; and communicate effectively.

Prerequisites: None