

TIME MANAGEMENT

In today's world of multi-tasking, 24/7 availability, and information overload yesterday's methods just don't work. Using the latest research in neuro-science and psychology, this course offers techniques to increase productivity while increasing a sense of control and well-being. Participants will gain insight into their present use of time, overcome barriers to procrastination, and discover more efficient ways of organising their day.

OBJECTIVES

At the end of this course, participants should be able to:

1. assess their current use of time
2. identify key strategies for working more efficiently
3. overcome habits of time-wasting and procrastination
4. incorporate new habits into their repertoire.

KEY TOPICS

- Who controls your time?
- Self-assessment quiz
- Identifying your time wasters
- 3 ways to get more done
- Is it urgent or important?
- Setting goals and priorities
- How to stop procrastinating
- Time teamwork
- Tips for an efficient workspace

APPROACH

Lecture, small group discussion and self-discovery exercises. The emphasis is on practical techniques that can be implemented immediately. Interactive, fun, and empowering.

Length: One day