

## TIME MANAGEMENT

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Our Time Management workshop can help you achieve this along with becoming more organised, less stressed and more motivated. You've all heard the expression 'Time is money'. Well actually, time is more valuable than money because time is a non-renewable resource.

Time management training most often begins with setting goals. These goals are recorded and may be broken down into a project, an action plan, or a simple task list. Activities are then rated based on urgency and importance, priorities assigned, and deadlines set. This process results in a plan with a task list or calendar of activities.

### Workshop Objectives

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- Plan and prioritise each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organise your workspace and workflow to make better use of time
- Delegate more efficiently
- Handle interruptions and beat time wasters
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

**Available In-house**  
*Get your team on the  
'same page' and your  
business on track  
for consistent success  
with a tailored  
In-house workshop.*