

# Time Management

- 1 day program

*In today's fast moving and demanding business environment it is essential that you optimise your time use.*

Increasingly the focus in work is on increasing performance levels. This often means a demand to achieve more in less time.

Effective time management is critical to the success of an individual and the business organisation.

This program is designed for anyone who wishes to take greater control of his or her time management and be more productive.

## Course content:

- Introduction and Course Objectives
- Defining effective time management
- Benefits of effective time management
- How effectively do you use your time?
- 3 key elements
- Taking control of your time
- The Top Six Method
- Deciding Priorities – Urgent vs Important
- Identifying time wasters
- Understanding your energy cycles
- Managing Paper
- Using technology (and electronic systems) to help not hinder
- Being Organised: Systems that work
- Dealing with Interruptions (face to face and the telephone)
- Saying 'No' firmly and tactfully
- The art of delegation
- Managing Meetings
- Time Management Tools
- Positive Work/Life Balance
- Personal Action Plans



[Judeth Wilson](#) - Judeth has a passionate belief in people and developing the skills they have. She believes that people have the power to make an enormous difference - she helps to wake up the difference that they make to themselves and others in the organisation and ignites a passion for what they do



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