



# Time Management: Planning, prioritising & efficiency

## About the workshop

Do you wish you had more hours in a day? Do you want to commit to a personal improvement action plan where you will be able to identify time stealers and enjoy more quality time? This workshop will enable you to plan and prioritise better and by becoming more efficient, save up to 6 minutes in each working hour.

We pride ourselves on offering innovative training topics that are relevant in today's business environment. Our workshops are engaging and participative and led by experienced facilitators who are passionate about their areas of expertise.

## Course Outline

- Do you waste time?
- Efficiency vs effectiveness
- Perfection vs excellence
- Urgency vs importance
- Recognising priorities
- Delegating
- 4 steps for time management
- Time stealers
- What is quality time
- Creating quality time
- The email mountain
- The 4 D's of time management

**Duration:** Morning workshop 8:30 – 12:30

**Date:** Please contact us for the next start date at the UniCollege campus. We are also able to offer this training on-site. Please let us know if you would like us to submit a proposal.

**Cost:** R600 per delegate

- This includes course notes, stationary and refreshments
- Bookings to be made via email or a letter of confirmation
- Fees are payable in full before the start date
- UniCollege is exempt from charging VAT on educational courses

*UniCollege's short, focused **morning** and **full day** workshops target the essential skills to enable career and personal development in all the functional business areas*



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