

Managing Priorities Time Management

Course Information Sheet

About the course

Over the past decade, many technologies and techniques have been developed to accommodate our burgeoning workload. Despite these developments, the work environment has become increasingly busy and stressful.

Time management is a key issue for everyone in the workplace. When we do not manage our time well, we can experience poor work performance, health issues and impacts to our families and lifestyles.

In this program, we outline best practice approaches to help you alleviate time pressures without compromising your performance.

Learning outcomes

By the end of this course, you will be able to:

- Apply time management principles
- Identify tasks, activities, objectives and goals that will enable you to gain control of your personal and work time
- Be assertive and efficient with your time
- Understand the importance of time management and work/life balance.

Course structure and duration

The course is a 1-day session, delivered face-to-face. Upon completion participants will receive a Statement of Attendance in Time Management course.