



Effective Time Management

Duration: 3 hrs

Learning Aims:

- To understand time management and 'measure it' in our business
- Recognising priorities, and projects vs. tasks
- Understanding reactive vs. proactive and when each is necessary
- Time Management tools including:
 - Urgent vs. important grid
 - Lists
 - Time lines
 - Delegation

Session will include group discussion on real life issues and activities for self-awareness and critical self analysis