

Time Management Workshop

Would you like to become less busy and more productive?

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:

- 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



Successes and failures in work and daily activities largely depend on how time is managed. Therefore, Time Management is the number one skill to master. Let us show you and your organisation how to get the most out of a day with better time management.

This workshop is available In-house, on-site at your premises or take advantage of our open/public training options to train and network with other businesses. Find your next local public workshop at www.biztrainers.co.nz/schedule or call us on 0800 366 966 to find out more.