



Time Management

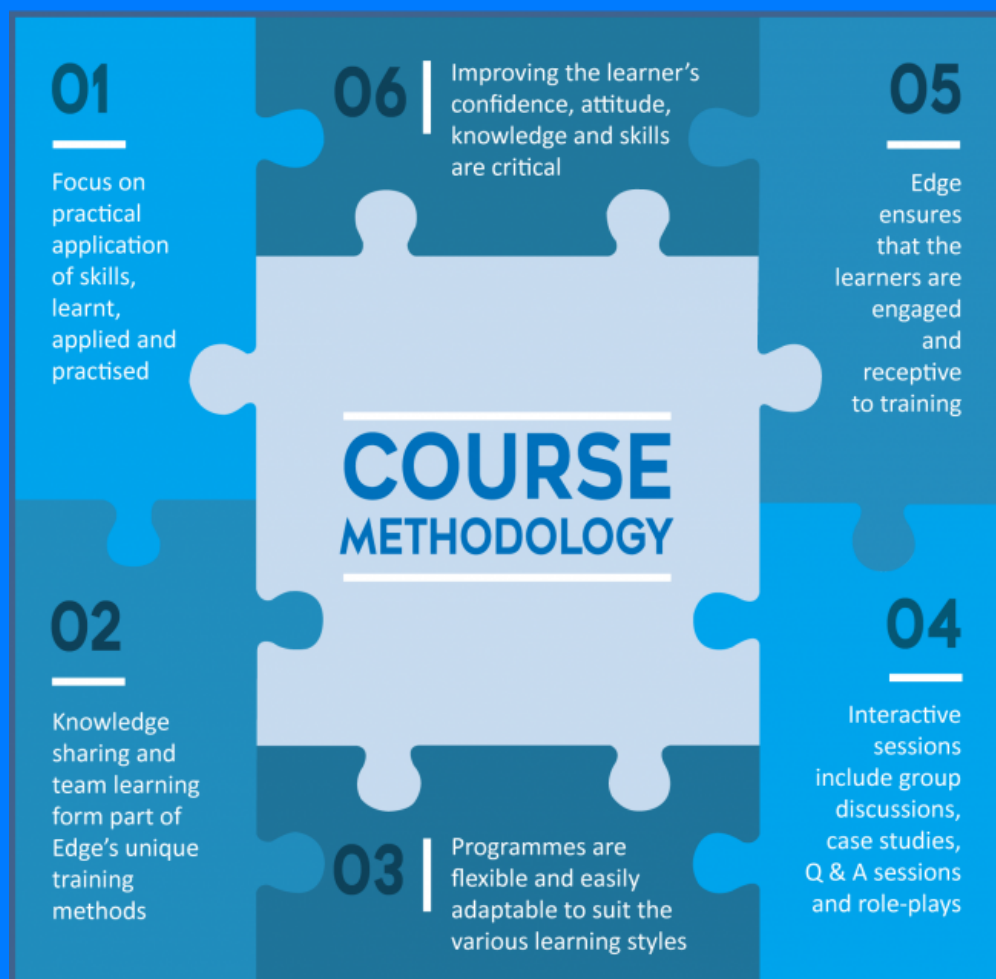
NQF Level 4 Unit STD - 242811 *Accredited Short Course*

Workshop Outline

- Evaluate your personal time management plan
- Identify activities within your day which waste time
- Determine which of the time management tools work for you
- Apply the time management principles
 - Set specific goals
 - Evaluate assertiveness
 - Active vs Reactive
 - Prioritising your actions - 80/20 Principle
 - Assess productivity and concentration
 - Allocate additional time
 - Maintain a balance

Objective

By the end of this course you will have a better understanding of time management and why it is an important skill to develop, and how orientating yourself with various management tools and time management principles when applied to your social and work life will help you to identify time wasters and manage your time more efficiently.



About Edge Training

With an extensive track record spanning over 22 years in training, Edge Training boasts a Level 1 BBBEE Scorecard, a nationwide presence, and full accreditation with multiple SETAs. In collaboration with our BEE partners, we are wholeheartedly committed to addressing Skills Development Challenges within the BEE framework in a substantial manner. Whether you're in need of an Accredited Short Course, a comprehensive Soft Skills Workshop, or a Learnership programme, our team of highly skilled and dedicated professionals stands ready to provide tailored solutions. We handle all aspects of sourcing learners and managing the necessary requirements for disabled and unemployed Learnerships. Furthermore, the majority of our Learnerships and Workshops are conveniently available as online courses, making your learning accessible and flexible.

Get in Touch

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