

TIME AND SELF- MANAGEMENT

PURPOSE / OUTCOME

- Ability to manage time effectively
- Guidelines and action steps to maintain good time management

PRACTICAL ACTIVITIES

- Self-assessment
- Action plans
- Group discussions and role plays
- DVD demonstrations

TARGET GROUP

- All management levels
- Identified employees

CONTENT

- Definition of effective time management
- Assessment of own ability to manage time/self
- Identifying personal time wasters:
 - Absence of goal setting
 - Typical time wasters
 - Handling of paper work
 - Impact of procrastination
 - Inability to say NO!
 - Negative impact of colleagues
 - Disorganised life style
- Patterns of time management
DVD: The Time Factor (40 minutes)
- Action plans and remedial steps
Implementation and feedback

DURATION

1 day