

Rhema Skills Development Courses

Course Title: Time Management

Duration: One Day

Course Objectives:

As a result of this course you will be able to:

- Analyse and improve the planning of your time
- Recognise your particular time management strengths and weaknesses and how they impact your personal effectiveness
- Make more informed choices about how you use your time in order to increase your effectiveness
- Recognise how other people influence your time management and how to control that influence
- Use a number of tools and techniques for improving your use of time

Course Content:

- The need for effective time management
- Time management and aligning your personal goals and objectives with activities
- Analysing your use of time
- The use of the Urgent v Important Matrix
- Improving your use of time for thinking and planning
- Delegation Skills
- Managing others' demands and requests
- 101 time management tools and techniques
- Achieving a productive work/life balance