

Department of Corporate Training

Time Management for All

Each day brings the challenge of striking the right balance between work priorities and home activities, and when at work, or home, making good use of our time. This course will help you manage your time at work and at home more efficiently. It will free up more time to devote to your business and life priorities.

The instructor has been giving this illustrated entertaining course for over fifteen years throughout the U.S. and abroad.

The target audience is business professionals.

Learning objectives

At the end of this class participants will be able to:

- manage their time more effectively
- work on their key objectives more efficiently
- be able to use the 7 Golden Rules.
- free up time to add more value both at work and at home

The focus will be on the proven “**Magnificent Seven**” golden rules:

- Manage Time Stealers
- Clear Desk Policy
- Time Management Tools
- Managing Your Key Tasks/Objectives
- Manage Your Meetings
- Create a Retrieval System - not a filing system
- Efficiency and Focus

Professional Time Management

Time: 9:00am to 12.30pm

Location: TBA

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