

# Time Management

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## General Description

This time management program focuses on prioritising, creating a flexible schedule, delegating and working smarter. Participants learn how to say “no” the right way, to value importance over urgency and to be proactive, rather than reactive to the needs of the moment.

## Duration

Time Management Training courses are of 1 - 2 days duration and can be customised to suit the requirements of your company.

## Learning Outcomes

- ✓ Identify the benefits gained by effectively managing time
- ✓ Analyse workload and determine what is relevant
- ✓ Prioritise and plan tasks
- ✓ Effectively delegate
- ✓ Create a long term plan
- ✓ Implement SMART Goals to achieve the plan
- ✓ Increase productivity
- ✓ Stop ‘thieves’ from stealing your time
- ✓ Reduce the effects of information overload

## Optional Assessment

As Lotus Performance Management is a Registered Training Organisation (RTO), we offer clients a wide range of assessment options, which can be mapped to in-house, custom training and development programs. These assessments can result in the issuance of Nationally Recognised Qualifications or Statements of Attainment.

If you would like to add an assessment pathway to your program, please discuss this option with your consultant.