

# Time Management

*Using your time wisely and efficiently!*



## Mitchell Personnel Solutions

### Program Outline:

During our busy day to day lives, everyday we are faced with tasks to complete, either personal or professional. Some are exciting and easy, others mundane but necessary. We are also faced with one simple limit....Time. Knowing how to manage your time effectively can free up those important minutes to use elsewhere.

During this course you will learn about:

- The SMART way
- Urgent Important matrix
- The 80/20 rule
- Eat that frog
- Three P's
- Planning
- Procrastination
- The organised workspace.

To get more out of your time you need to understand how you work and then improve your efficiency in your allocated tasks.

At the end of this course you will know:

- How to overcome procrastination and understanding why we all do it
- How to manage a crisis
- How to manage, declutter and delegate workloads
- Using rituals to maximise your time
- When a meeting is appropriate or when to arrange alternate settings
- How to prioritise your time
- About the SMART principle and use it effectively

*Procrastination, we all do it, yet we find it hard to jump into that "special job" you are not always fond of. This course will give you the steps you need to manage your time not only effectively but also more efficiently.*