ZING365
Learning without limits

TIME MANAGEMENT

WHAT WE WILL COVER

- What is time management

- 4D's of time management

- Assessing tasks for importance vs urgency

- Working proactively rather than reactively

- More effective ways of working

- Time tools

- Delegation for best practice and effective use of time and resource

SUMMARY

During this session, you will discover what time management is and why it is so important to enable effective working practices.

This training will provide techniques to help improve your time management and assess your own time demands and tasks. By using the time tools provided you will be able to make the most of your working day and also look at planning for the longer term.

PRE/POST WORK

- None

OBJECTIVES

By the end of this course you will;

Learn techniques to help productively manage your time

Understand ways to use your time more effectively

Learn about the 4D's of time management

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