



## Effective time management

Winning back time for you to do what you want with.

Starting with yourself and working out to those that impact you, this workshop's a blast of fresh air - teaching you how to cut through the mountain of things you face each day

1

### Course outline

All In A Days Work; Getting Clarity; Understanding Prioritisation; Drumbeat Reviews; Techniques For Personal Effectiveness; Reducing Distractions; Managing The Impact Of Others.

2

### Learning outcomes

Understand poor time management and how to prioritise; Life clarity for balance & direction; Clarity on core Time Management issues; Tools to keep the individual effective.

