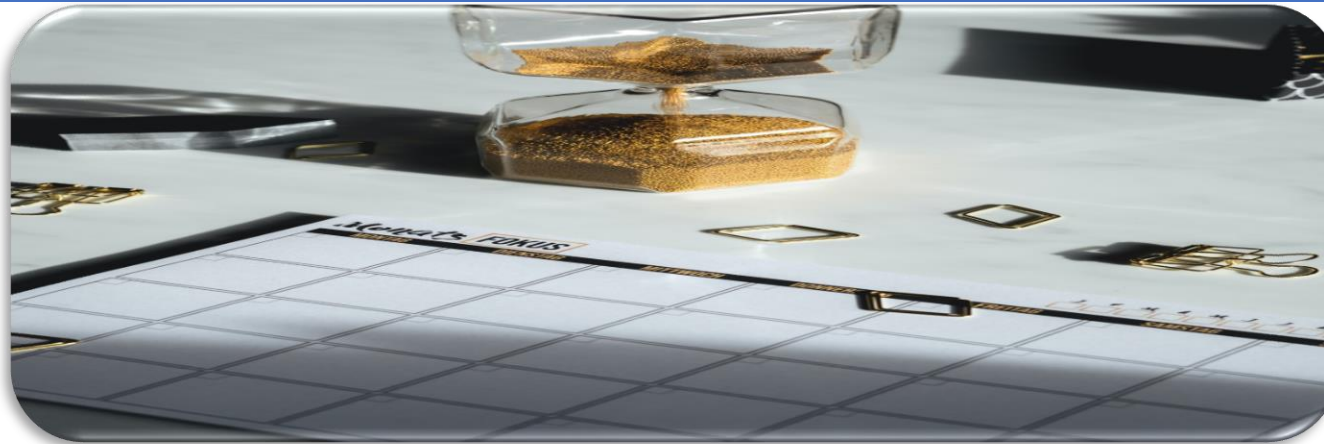


“Most of us spend too much time on what is urgent and not enough time on what is important.” — Stephen R. Covey



Program Objectives

- ❖ Assess your personal Time Management style
- ❖ Manage time conflicts
- ❖ Learn to make timely decisions and deal with procrastination
- ❖ Managing Work-Life balance
- ❖ Recognize key components of effective goal setting
- ❖ Learn to Prioritize – Prioritize – and... Prioritize

Learning Modalities

- ❖ Highly Interactive group discussions and presentation
- ❖ Powerful and effective videos followed by debriefs
- ❖ Pragmatic Case studies from a selection of industries
- ❖ Application of the frameworks and tools

Learning outcomes

- ❖ Allocate the appropriate amount of time to a particular task
- ❖ Efficiently plan each day and reduce time wastage
- ❖ Increase individual productivity, accountability and commitment
- ❖ Live a time-created stress-free life
- ❖ Add an additional 12 productive hours to your week - every week
- ❖ Develop a laser-like focus on your goals

Who should participate

- ❖ Professionals at all levels who offer Customer Service or Support
- ❖ Support and service staff in the organisation
- ❖ Managers and Supervisors responsible for team outcomes
- ❖ Executives and Senior Executives dealing with high-level decisions