



## Workshop Time Management

NQF:	Level 0
SAQA ID:	None Accredited
DOL:	None Accredited
Credits:	0
Duration:	2 (Two) Days.

### Purpose of Qualification:

This workshop is designed for executives involved in Leadership and the management of teams, and focuses on translating strategic intent into effective daily action. Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action. The qualifying learner is capable of: Identifying time management profiles; Understanding the principles of time management; Drawing up time efficient work plans to carry out department/division/ section work functions; Implementing time efficient work plans.

### Programme Outline:

Factors  
Strategies of Time Management  
Setting Priorities  
Using Planning Tools  
Manage external time wasters  
Stay Healthy

### Admission Requirements

- None.



### Learning Outcomes:

- External Factors
- Internal Factors
- 80/20 Principle
- 10 Strategies of Time Management
- Know how you spend time
- Setting Priorities
- Using Planning Tools
- Getting organised
- Setting your time appropriately
- Delegation
- Stop Procrastinating
- Manage external time wasters
- Avoid Multi-tasking
- Stay Healthy

### Assessment Structure

To complete the programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the relevant student handbook.