



Time Management

Take control of your time in both your work and personal life with the tools and techniques you will learn on this course. Learn to identify and control time wasters, achieve a balance between work and external commitments, and set up and use a personalised time management system

Designed for

Anyone who wants to take control of their time and boost their professional and personal productivity.

Course outcomes & benefits

- Identify the factors that influence how you use your time
- Understand and use time management principles and strategies
- Use time management principles and tools to assist with prioritisation of tasks Identify time wasters and discuss ways to overcome procrastination
- Set time management goals and apply strategies to assist with achieving your goals

Course content

- Time wasters
- Handling interruptions
- Saying 'no'
- Prioritising and the '80/20' rule
- Delegation
- Goal setting
- Effective tools and strategies
- Analysis of current and past time usage
- Goal setting to overcome time management issues
- How to achieve your goals through prioritisation

Duration & course dates

1 day 08 April; 17 June; 21 August; 18 November

Investment

\$450

Assessment

There is no assessment on this course.

Location

UNSW Global, 12-22 Rothschild Avenue, Rosebery, NSW 2018

Program code BS4TM

LEARN4LIFE

Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia

Telephone: 1800 727 640 Facsimile: 61 2 8117 2018 Email: learn4life@unsw.edu.au Web: www.learn4life.unsw.edu.au

Learn4Life is an education group of UNSW Global Pty Limited, a not-for-profit provider of education, training and consulting services and a wholly owned enterprise of the University of New South Wales ABN 62 086 418 582 UNSW Global Pty Limited NTIS Code 90682