

# Time Management

## Who Should Attend?

Those who are required to adhere to deadlines, responsible for multi-tasking, striving for productivity improvements or requiring organisation. The HeadStart Time Management course is a cost effective and timely tool for corporate clients to gain immediate productivity efficiencies and cost reductions from all employees.



## Course Modules

- The Importance of managing your time
- How many spare hours do you have?
- Activities affecting our ability to work effectively
- Time Management Matrix and what it means
- Techniques to manage time and prioritise activities
  - Work Station
  - To Do List
  - Email
  - Calendar

## Course Outcomes

At the conclusion of this course, participants will be able to:

- Understand the importance of managing their time
- Identify activities that encroach on their time .
- Recognise the meaning behind the Time Management Matrix
- Learn and implement effective time management techniques

## Course Outline

The **Time Management** course looks at the techniques required to improve your use of time in the workplace. It arms participants with proven skills to help prioritise, remove unwanted interruptions and organise the tools they use in a professional capacity to achieve more. A variety of learning techniques including: classroom theory, exercises, brainstorming and participatory practice are used to ensure the course achieves its set objectives, and adds real value to the participant's skill set .

## Course Details

<b>Course Fees</b>	1-5 participants - \$245 per attendee 5+ participants - \$195 per attendee
<b>Duration</b>	2 hours
<b>Dates</b>	Book a course directly with HeadStart, or for latest course details visit <a href="http://www.headstartgroup.com.au">www.headstartgroup.com.au</a>



## Course Code – HS021

## About Us

**HeadStart** possesses over twenty years of professional development, training and HR experience. We offer a range of practical training solutions based on increasing corporate efficiency and developing key skill sets. Our facilitators integrate a blend of corporate experience and 'industry best' training principles, ensuring our courses deliver the desired outcomes.



## HeadStart Group

Level 1, 410 Collins Street, Melbourne, Victoria, 3000  
[www.headstartgroup.com.au](http://www.headstartgroup.com.au)  
[courses@headstartgroup.com.au](mailto:courses@headstartgroup.com.au)