



TIME MANAGEMENT

Course Code: BSM01 | Title: Swimming In Quick Sand | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

Time management is a cornerstone skill for anyone looking to succeed in their professional life. This course introduces proven techniques that have empowered top leaders in business, sports, and public service to reach their highest achievements. Master the art of managing your time to improve personal effectiveness, better manage tasks, and lead your teams efficiently.



Who Should Attend Time Management Training?

- Project Managers
- Team Leaders
- Administrative Assistants
- Human Resources Managers

Benefits From Attending The Training:

- Insight into personal time management style, identifying your strengths and areas for development
- Setting targets and effective delegation can dramatically improve how you and your team use time
- Practical strategies for eliminating time-wasting habits, improving focus, and maximizing productivity

Course Contents:

- **Setting Objectives:** Organize and prioritize your goals to stay on track
- **Improving Work Habits:** Correct unproductive behaviours in yourself and your team
- **Prioritization:** Establish and manage both short- and long-term priorities
- **Time Attitudes:** Adjust your mindset for greater efficiency
- **Motivation:** Stay motivated and keep your team energized
- **Time Auditing:** Use tools to assess and optimize time usage
- **Time Planning:** Effectively schedule and allocate time for tasks
- **Workspace Optimization:** Organize your space for maximum productivity
- **Delegation:** Delegate tasks to free up time for priority work
- **Communication Efficiency:** Streamline communication and resource use
- **Eliminate Time Wasters:** Remove distractions that impact productivity
- **Self-Management:** Build habits for long-term time control

***BESPOKE COURSES | All of our courses can be easily tailored to suit any company.**
Course duration and level can be changed, depending on content, company & individuals*