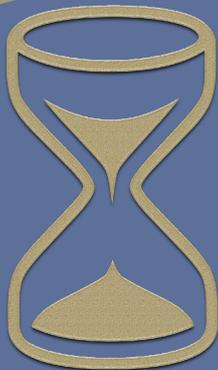


Time Management in-the- Workplace

“Until we can manage
time, we can manage
nothing else.”

Peter F. Drucker



Key Learning Outcomes

- Set **actionable priorities** professionally & personally
- Identify **top pay-off activities** to achieve goals
- Set **SMART goals** for all what is important to you
- Use SMART goals to **change or eliminate time wasters**
- Say “**No**” and **delegate** appropriately
- Be **empowered** with time management

Why Time Management?

Organizations have three resources: **Time, Money & People**

How effective an organization is with time and money depends on how effective they are with people. Being one of the biggest challenges, one of the key areas that often requires improvement in all organizations is time management.

This **highly interactive session**, supported by written materials, real life case studies and DVDs, enhances the learning experience and enables participants to take time management into their own hands.