

# EFFECTIVE TIME MANAGEMENT

## High Impact Training Session



### Who should attend?

Individuals who constantly find themselves in a race against time. A session to help you find time!

### High Impact Session topics

- Identifying time “stealers”
- Identifying how you use your time
- Goals, key work areas, tasks and activities
- Prioritising and planning
- Dealing with specific time wasters
- Coping with procrastination
- Tools to manage time effectively
- Action plans for individual delegates