

CDU delivering AIM Professional Short Courses

Time Management

In today's fast moving and demanding business environment, many people are faced with more responsibilities and less time to achieve them. Effective time management is critical to the success of the individual and the business organisation. This program will help participants gain greater control and manage their time productively.

Designed for:

Those who wish to take greater control of their time management and to be more productive.

Learning Outcomes:

- Recognise the effects of poor organisation
- Analyse your use of time
- Identify and control major time wasters
- Apply the 80/20 rule to leverage your time
- Achieve a balance between work and external commitments
- Set up and use a personalised time management system
- Set long term and short term goals and commit to a personal action plan

Course Content:

- Using time logs
- Identifying time wasters
- Daily planning
- Handling interruptions
- Saying 'no'
- Prioritising and the 80/20 rule
- Delegating
- Goal Setting
- Using tools and strategies
- Committing to a personal action plan

Duration: 1 day



For More Info

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