



Australian
Institute of
Management

CDU Short Courses

TIME MANAGEMENT

A 1 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

If you struggle to prioritise and complete tasks in a timely manner, this one day course will give you the tools and techniques to maximise your effectiveness, minimise wasted time and control your workload. You'll learn to analyse workloads, prioritise tasks, overcome procrastination and create time management systems that increase productivity and effectiveness for yourself and your team.

THIS COURSE IS RIGHT FOR YOU:

No matter what your current role is, if you find yourself juggling competing priorities and you need the skills to effectively manage your time, this course is essential.

YOUR EMPLOYER WILL BENEFIT BECAUSE:

You will have the enhanced knowledge and skills to deliver time management skills to your work place.

LEARNING OUTCOMES:

- Understand factors that lead to poor time management and recognise the effect of poor organisation and its relationship to stress
- Examine your day-to-day professional and personal life to identify major time wasters and learn to control them
- Appraise a range of systems and procedures to ultimately set up and use the time management system that's right for you
- Apply tools and techniques to overcome procrastination, get started on work immediately and stay focused on being productive every day

FOR MORE INFORMATION CONTACT

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