



Ignite your Time Management

Do you want to be more time efficient and productive?

Do you need tools to achieve more in less time?

Do you need ways to identify what is the highest priority and not get overwhelmed?

If you have answered "yes" to any of these questions...

Then send your team on our 1-day, Seta accredited, training course. To improve time efficiency and work productivity

The costs of this course can be claimed back against your skills levy.

Level 3 Credits 4 Unit Std 13918

TARGET GROUP: All staff

Content

- ✓ *Balancing balls*
- ✓ *Setting priorities*
- ✓ *Time wasters*
- ✓ *Goal setting*
- ✓ *Work scheduling*
- ✓ *The 80/20 rule*

Outcomes

- ✓ *Creating, maintaining and implementing a team task list*
- ✓ *Prioritising tasks*
- ✓ *Planning and administering an achievable work schedule*

Improve your time efficiency - be organised and prioritise

SACHA TRAUB



Ignite Business Services
(DN 1230/02/11/05)