

# Skills

## Course



### TIME MANAGEMENT SKILLS



R 1,300 incl VAT (Non-WHC)

R 840 excl VAT (WHC)

Discounts apply to groups



Classroom based

(available online May 2021)



1 day

Many people struggle with time management. There simply does not seem to be enough hours in a day to accomplish all the tasks that need to be completed.

Effective use of time is very important. Time management is the process of planning and controlling the amount of time spent on specific activities, especially with the goal of increasing efficiency and productivity.

The course has 4 modules including a "Test your knowledge" at the end of each module:

- Introduction
- Module 1: Factors That Impact Time Management
- Module 2: Time Management Questionnaire
- Module 3: Time Management Tools and Techniques
- Module 4: Case Study



At the end of this course learners will have a better understanding of:

- their own approach towards time management, obstacles to time management,
- the danger of procrastination,
- how the brain deals with unfinished tasks,
- the impact of technology on time management,
- time management tools and models.



At the end of this course, learners will be expected to complete a final assessment:

- There are 50 multiple choice questions.
- The pass mark is 70%.
- Learners have unlimited attempts.
- A certificate will be issued on passing the assessment.



This course should be attended by individuals who want to improve their time management skills and be more productive in the workplace.

"Never leave till tomorrow that which you can do today" - Benjamin Franklin



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