

HUMAN SKILLS COURSE OVERVIEW

Course Category:
Improve Performance

Course Name:
Time Management and
Productivity: *Strategies
for Sustained
Performance*

COURSE DURATION: 1 Day

Gauteng

3rd Floor, 34 Whiteley Road,
Melrose Arch
Johannesburg
2196

Gauteng

192 on Bram
192 Bram Fischer Drive Ferndale,
Randburg Johannesburg
2160

Cape Town

1st floor, TBE, 3 Bridgeway,
Bridgeway Precinct,
Century City,
7411

Durban

9 Mountview Close
Broadlands
Mount Edgecombe
Durban
4302

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COURSE OVERVIEW

Time management and productivity skills are essential in today's dynamic world. People need to be able to adapt to change and manage unexpected disruptions effectively.

DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities
- Virtual instructor-led training
- Nationally on-site at the client

COURSE OBJECTIVES

This practical **one-day course** will provide participants with the knowledge, skills, and tools to enhance productivity through efficient task completion, which in turn leads to a better work-life balance and reduced stress. Participants learn to set and achieve realistic goals, address procrastination, and foster improved decision-making.

COURSE OUTLINE

Module 1: Understanding time management

- Introduction to time management
- The psychology behind how we experience time
- Identify what is stealing your time and reducing your productivity

Module 2: It starts with planning

- Set realistic goals and priorities
- The art of scheduling and planning
- A practical approach to prioritising key tasks

Module 3: Advanced time management strategies

- Delegate more effectively and set clear boundaries
- Leverage technology for time management
- Overcome procrastination and distractions

Module 4: Sustain high performance

- The role of habits and routines to sustain high performance
- How to manage stress and avoid burnout
- The role of audits in enabling continuous improvement

Module 5: Practical applications and case studies

- Time management in different roles
- Success stories and lessons learnt
- Create a personal time management plan

Module 6: Tools and Resources

- Overview of time management tools
- Customising tools to personal needs
- Long-term strategies for time management