

# 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

3rd Floor, Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000

## Durban

9 Mountview Close  
Broadlands  
Mount Edgecombe  
Durban  
4302

 087 941 5764

 [sales@impactful.co.za](mailto:sales@impactful.co.za)

 [impactful.co.za](http://impactful.co.za)

## 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