

The Purpose and Goals of Time Management

Having completed this course the learner will be able to use their time more effectively by implementing self-analysis and a time-log to monitor how they use it on a day-by-day basis.

Having achieved the learning outcomes of this course he or she will become more aware of how they use their time and how effective this use is in the context of their job role. This self-awareness is the first, and very important step, on the road to becoming a truly effective time manager.

Inevitably all managers and staff waste time. However, now more than ever, with expectations of higher productivity, the demands of intense global competition, staff reductions and rapid change companies need their staff to use their time as efficiently as possible. This course aims to improve both the efficiency and effectiveness of the learner in this area.

The course covers:

- The goals of time management
- Time management self-analysis
- How to keep a time log
- How to analyse a time log

Learning Outcomes

What does this mean to the learner?

What does this mean to the learner's company?

What does the course cover?