

# Time Management For Leaders *Online Program*

Time Management For Leaders is a set of practical skills that help you to use your time in the most effective and productive way possible.

It is easy to waste time trying to manage it, and busyness does not always equate to effectiveness!

Time is constant and irreversible, nothing can be substituted for time and once wasted it can never be regained. Therefore, it is impossible to manage time however, we can manage what we do with our time by making a shift in attitude, concentrating more on results and less on activity.

What successful people do is analyse how they spend their time and implement practical strategies to use it more effectively.

This online program features a variety of proven efficiency tools and management strategies that will assist you to gain full control of your day, whilst setting and accomplishing goals beyond what you thought possible. To get more out of your day with less overall effort, join us online for – **Time Management For Leaders**.

#### Topics:

- Introduction To Time Management
- Setting Personal And Professional Goals
- Aligning Goals To Values
- The 12 Month Retrospective For Achieving Goals
- Dealing With Time Wasters
- Establishing Key Result Areas
- Understanding Daily Time Management
- Doing More With Less

Investment: \$199 + GST per enrolment or \$1490 + GST for 10 enrolments.

*Make the time to more effectively manage your time*

