

Time Management - e-Learning CPD

Our online Time Management course enables users to prioritise their work and manage it electronically, manage and plan their time to achieve goals in a manner that reduces stress, identify and eliminate time wasters and/or stealers and implement effective planning.

Learning Outcomes

- Barriers to successful time management
- Managing answer phone systems minimising checking times
- Establishing SMART goals & understanding their benefits
- Eliminate time-wasters
- Developing action plans for better time use

Duration

60 mins