

MANAGING TIME RATHER THAN IT MANAGING YOU: LEARNING TO BE PRODOUCTIVE

This seminar will challenge participants to make the most of the time they have available. Participants will learn:

- The difference between urgent and important issues;
- The 80/20 rule regarding time;
- The difference between being busy, effective and productive;
- Managing meetings effectively;
- How to handle interruptions;
- How to be firm but nice;
- Moving from a daily to do list to a quarterly work plan.

Using a combination of lecture, discussion and small group activity, participants will develop practical skills enabling them to use their time productively.