

# Time management

<b>Course duration:</b>	Half-day to one-day
<b>Course cost:</b>	Please contact Training Services Australia to discuss the rates for this course
<b>Delivery method:</b>	Face-to-face, off-the-job facilitated learning In-house workshop customised to meet client needs <i>Please note that this course is not currently offered as a public workshop</i>
<b>Course notes:</b>	A set of course notes has been developed to support the delivery of this workshop
<b>Who should attend?</b>	All those wishing to learn about time management techniques and improve their time management skills
<b>Pre-requisites:</b>	There are no pre-requisites for this course
<b>Course content:</b>	<ul style="list-style-type: none"><li>• Managing your time</li><li>• Time log analysis</li><li>• Planning and prioritising</li><li>• Coping with distractions to your plan</li><li>• Delegation</li><li>• Action planning</li></ul>