TIME MANAGEMENT

The Science and Skills behind Effective Time Use

Non-Credit Bearing

"You cannot manage time – you can only manage yourself." – Peter Drucker

Do you often feel there aren't enough hours in the day? In most workplaces, it's not the lack of time that holds us back – but how we use it. The real transformation begins when we understand our time habits and apply structured, proven strategies to change them.

This course moves beyond generic tips, and tackles time management through self-reflection, practical planning, and daily action. By identifying your current time profile and eliminating key inefficiencies, you will learn to create, implement, and adapt realistic work plans that drive results. Whether you're managing others or managing yourself, this course offers essential techniques for turning time into your most powerful asset.

WHO SHOULD ATTEND

- Team leaders and supervisors
- Managers responsible for project delivery or team performance
- Employees working in fast-paced, deadline-driven environments
- Professionals seeking greater focus, control, and motivation
- Anyone interested in enhancing productivity and reducing time wastage

HOW YOU WILL BENEFIT

- Identify your time management profile to uncover habits, strengths, and blind spots
- Apply structured principles like the 80/20 Rule, prioritisation grids, and task typing
- Improve self-management through better routines and emotional control
- Draw up and implement efficient work plans that are realistic and results-focused
- Monitor and adapt your workflow to remain responsive and effective
- Delegate tasks strategically to maximise time and team contribution
- Reduce common time-wasters that impact both individual and organisational productivity

One-day course 08:30 -16:00
Tel: (031) 267 1229
sales@kznbtc.co.za / www.kznbusinesstraining.co.za

WHAT WILL BE COVERED

Identify time management profiles

- Exploring key time management principles
- Time management techniques and processes
- Self-management: mastering routines, focus, and self-discipline
- Identifying weaknesses in current work processes
- Recognising top organisational time wasters

Understand the principles of time management

- The benefits of structured planning and time awareness
- The 80/20 Principle (Pareto Principle): focusing on high-impact tasks
- Delegation as a strategic time and resource tool
- Setting clear priorities using:
  o Personal priority-setting techniques
  o Task typing models
  o Urgency/Importance Grid

Draw up time-efficient work plans to carry out work functions

- Translating objectives into detailed work plans
- Creating realistic daily and weekly schedules
- Applying common sense and avoiding over-structuring
- Recognising when to bend the rules while staying effective

Implement time-efficient work plans

- Taking proactive measures to stay on track
- Controlling paperwork and digital overload
- Managing and optimising meetings
- Ensuring roles and responsibilities are clearly communicated
- Monitoring progress, reassessing, and making necessary adjustments

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