



Staff Training & Upskilling

## 1 Day Workshop

# Time Management

## Get Organised For Peak Performance

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### Who should attend?

For far too many people a great deal of time is wasted due to disorganisation and disruption. This workshop will help participants discover ways to manage their office space more effectively, efficiently organise work flows, and learn how make effective use of a work planner. Special attention will be given to one of the most important aspects of increasing effectiveness and efficiency, and that is learning how to properly delegate tasks.

This one-day workshop will also help you to learn effective ways to organise and prioritise to ensure better workplace efficiency. The workshop is full of ideas for organising your work area and your paperwork and for ensuring that you are working on the "right" things.

The workshop will empower you to get out of your mental rut and discover more effective ways to do things and so gain better control of your life.

### How will you benefit?

- Learn how to organise yourself and your workspace for peak efficiency
- Understand the importance of, and the most useful techniques for, setting and achieving goals
- Identify the right things to be doing and develop plans for doing them
- Learn what to delegate and how to delegate well
- Take control of things that can derail workplace productivity

### What will you cover?

- The power of change
- Understanding yourself
- Setting goals
- Planning
- Setting a ritual
- The four D's and STING
- Organising your workspace
- Organising your files
- Managing your workload

### What is included?

All courses are given by expert facilitators in small interactive classes. The manual and course materials are specific to the course and you will receive a personalised certificate on completion.

### How to book ?

Email your training requirements to : [training@infusion.co.za](mailto:training@infusion.co.za)