



Certificate: Time Management

SAQA ID: 114059

Credits: 6

NOF Level: 4

Description:

Get a grip on priorities, identify your "time traps," and make every minute count by using these practical planning aids. Control your use of time. Make the best use of your personal energy. Set your priorities.

Duration:

1 day

Certification:

Upon successfully completion of this program, the learner is awarded the **Certificate: Time Management, SAQA ID: 114059, NOF Level 4**

Course Outline:

Part 1: Time Management Principles

- The Basics of Time Management
- What Controls Your Time
- Three Tests of Time
- Benefits of Better Time Utilization
- Prime Time
- Setting Priorities
- Criteria for Setting Priorities
- How to Control Your Use of Time

Part 2: Time Management Techniques

- Planning
- Long-Term Planning Aids
- Short-Term Planning Aids
- Characteristics of Good Planners
- Common Time-Wasters
- Self-Generated Time-Wasters
- Needs Profile Analysis
- Environmental Time-Wasters
- When Things Go Wrong
- Five Tips for Effective Time Management

Part 3: Time Management Innovations

- Telephone Enhancements
- Computer Enhancements
- Other Technological Enhancements
- Meeting Alternatives
- Saving Time on the Internet



Part 4: Time-Saving Tips for Travelers

- Plan Your Travel Wisely
- Saving Time at Your Hotel
- Put Your Travel Plans in Writing

Part 5: Action Planning

- Applying What You’ve Learned
- Keeping a Daily Time Log
- Planning for Improved Time Utilization
- Conclusion
- Additional Reading

Disclaimer

I....., hereby acknowledge that I understand the information stated above pertaining to this qualification.

Learner : _____ Signature: _____

Consultant: : _____ Signature: _____

Date : _____