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# Time Management Training

For more information, visit our [Time Management Training](#) webpage.

## COURSE CONTENTS

This training course is broken down into 2 sections

- 1 Planning
- 2 Time-bandits

## LEARNING OUTCOMES

- ✔ Learn to manage your time more effectively and become more efficient at work
- ✔ Learn about the 80/20 theory and how you can overcome it
- ✔ Provide actionable tips to others on how to manage their time more effectively

## ABOUT THIS COURSE

Time is our most precious resource, once it's gone it can never be recovered. Yet despite this we're not very good at **using it wisely**. It's estimated that as much as **80%** of our time is spent dealing with trivial tasks, or simply wasted as we keep **putting off** that all important work we really should be doing.

This **Time Management** course will equip you with the tools you need to take control over your time so you can spend longer doing the **things that really matter**. It will teach you how to effectively plan your goals, manage your schedule, and avoid distractions and the pitfalls of procrastination. There's no one-size-fits-all approach to time management so this course offers a number of **different tips and strategies** for you to choose from, so no matter your working style, there'll be something for you.