

# Time and priority management

Effective Time Management is one of the most vital skills individuals can develop. All of us have the same number of hours in a day, and no amount of effort can change that. What we can influence is how we spend those hours. Stephen Covey sums up how we can best use our time: I am personally persuaded that the best thinking in the area of time management can be captured in a single phrase: Organise and execute around priorities.

To this end, AO Development offers the Effective Time Management Programme, aimed at informing and educating employees as to the characteristics and benefits of utilising the time and personal resources available to them in a working day. By learning the skills associated with workload management, employees will understand how to overcome the stress that drags them down at work. The programme will equip your employees with the following information and abilities:

- Goal Setting
- Planning
- Prioritising
- Decision Making
- Delegating
- Scheduling
- Using and maintaining a diary or time plan.
- Left and Right Brain and Time Management
- Beating Procrastination
- How we use time
- Task Lists
- Barriers to task lists
- Time Auditing
- Meeting Mania
- Barriers to Effective Time Management
- Making a time chart
- Swot Analysis

**Date:** 12 November 2012 **to** 13 November 2012

**Time:** 09:00 - 15:00

**Venue:** FloraCliff

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