



SAKHISISIZWE

Time Management

›Can be Tailor made to suite clients needs

-Learners will be able to

- Understanding the nature of time
- Enhance your productivity and lower your stress
- Planning
- Create, use and maintain a task list
- Use and maintain a diary
- Prioritize tasks
- Plan and follow a work schedule.
- The learner is able to make decisions in allocating tasks and planning a work schedule to meet deadline.



Manage interruptions.

Learn to say NO!

Covey's Time quadrants

The learner is able to organize and manage his/her own activities including making good use of time and resources .

