

Time Management

Introduction

- What is time management?
- Why it is important to manage time?
- Interesting facts or quotes
- Is there a model to follow?

How well do you:

- Understand your objectives
- Deal with external issues
- Deal with internal issues
- Prioritise objectives
- Delegate routine tasks
- Review your work
- Understand your body clock
- Make time to relax
- Deal with unexpected visitors and phone calls
- Deal with meetings that never start or finish on time
- Do jobs that others put off
- Deal with paperwork
- Concentrate
- Allocate timeslots
- Manage your diary
- Subtopic

What takes up your time?

- How well do you use your time?
- Completing a time log?