



See more at [www.zandax.com/courses/time-management](http://www.zandax.com/courses/time-management)

Course information from ZandaX

## Effective Time Management

**Get more done every day of your life - at home and work**

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

### What you'll learn

- ✓ How to Prioritize
  - ★ Use the Prioritization Grid to increase your productivity
- ✓ Time Robbers
  - ★ Be aware of how time is robbed and how to get it back
- ✓ Planning Your Work
  - ★ Plan a process with a variety of effective options
- ✓ The Four Ds
  - ★ Rate tasks through a simple identification process
- ✓ How to Delegate Effectively
  - ★ Use other people to get things done faster - and maybe better
- ✓ Setting SMART Goals for Yourself
  - ★ Define and use SMART goals to get productive results
- ✓ Techniques for Getting Organized
  - ★ Learn a host of proven tools for better organization
- ✓ Time Mapping
  - ★ Use Time Maps for a structured basis for productivity

### What does our Time Management course cover?

#### Get More Out of Every Day of Your Life

Don't think that this course is just about working in the office.

Sure, time management has great relevance to everything in a typical day at work. But what about getting things done at home, or planning a social event? And fitting it all in with everything else?

Do you often have several things that need to be done – and several people screaming at you to get them done? What's your plan?

Modern life is hectic, and if we want to keep up, we need to manage our time properly. This course will show you time management from several angles and we'll teach you simple ways of making your life more productive – and much less stressful!

This Time Management skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better time management skills?

## Course requirements

There are no pre-course requirements to improving your time management: whether you're new to training or have attended courses before, you'll find our style of presenting the subject matter to be engaging, useful and easy to retain.

## Who's this course for?

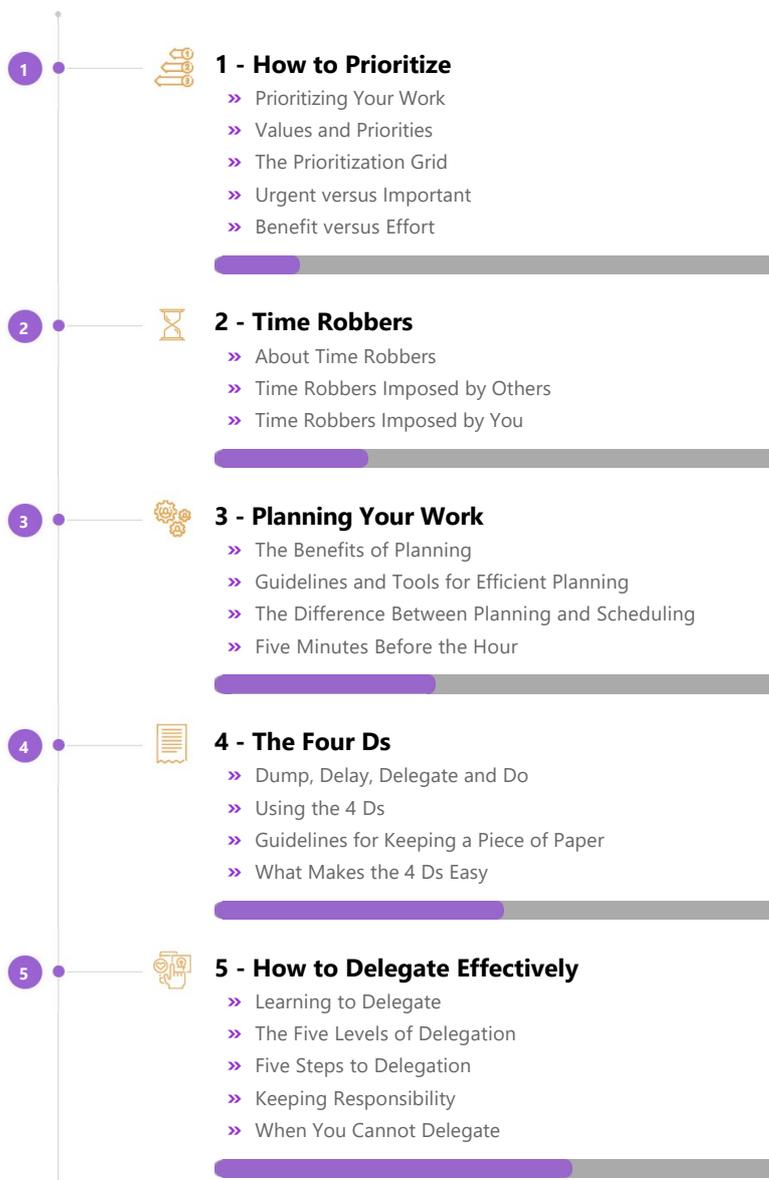
Anyone who needs to improve their time management ! This doesn't just apply to a working environment, because when you learn how to be more productive at work, you'll find the same principles apply in every part of your life.

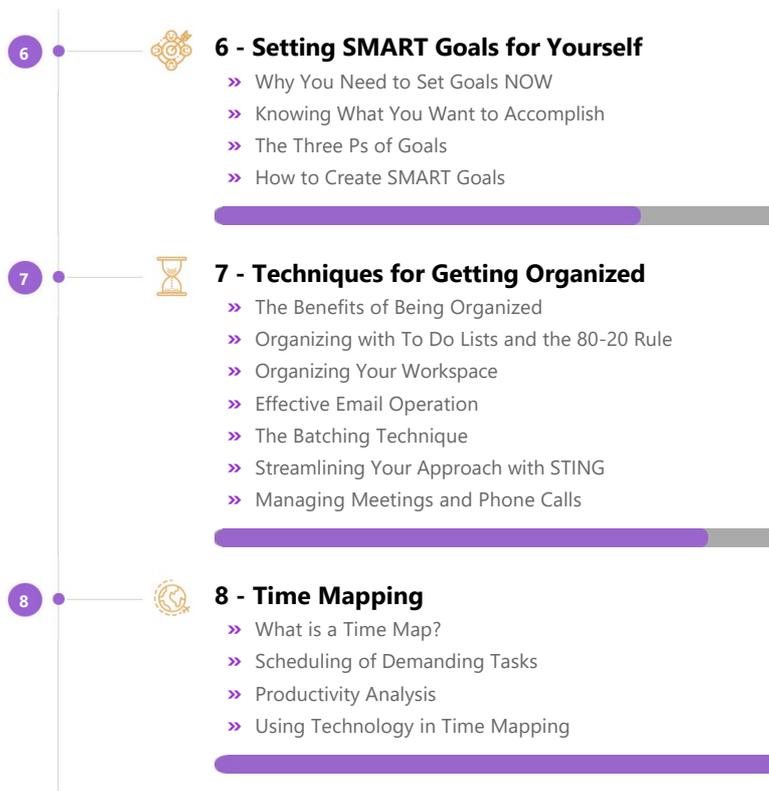
## CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

## Course content for Effective Time Management





### And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:



## More about the ZandaX Effective Time Management course

### Learn How to Stop Wasting Time!

#### Learn to stop wasting time and be much more productive

Do you think you are productive enough? Or don't you quite manage your time effectively?

Maybe you finish most days wondering where the time went, and how you can get more done.

Using tried and tested methods, we show you some seriously effective ways of eliminating time wastage. This means you will have more time to do things, and also know how to be even more productive in the time that you're not wasting.

It's a double barrelled approach to becoming more productive, and taking control of your life. You'll take your productivity to a new level!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

## Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook and a course certificate as evidence that you have invested in your skills as part of your professional development.

## View this course online

Visit our website at [www.zandax.com/courses/time-management](http://www.zandax.com/courses/time-management) to view the latest details, including related courses, prices and quantity discounts.

**Zandax**

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