



**THE
ENTERPRISE
CENTRE**

Time Management

ENT1533

(1 Day)

Objective

This one-day workshop is for anyone looking to employ practical approaches to time management. It uses the tools needed to help individuals balance personal and organizational goals. Specifically the workshop looks at the levels of organizational time dysfunction (urgency addictions), the relationship between things that are important and things that are urgent in prioritizing work, the importance of relationships and the criticality of tasks, and a simple time management strategy that addresses all of the above

Process

Participants are asked to participate in a variety of exercises designed to stimulate discussion of the topics covered and practice techniques for later use in a work environment.

Participants will be able to:

- understand the effects of existing time-management strategies
- understand the relevancy of roles and relationships and the importance of tasks
- prepare a simple time management plan that focuses on the importance of relationships and the criticality of tasks
- schedule their work accordingly

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