

## Time Management

### OUTCOMES

- This workshop aligned with unit standard 242821, empowers delegates to:
- Create, implement and maintain a personal and team task list
  - Use and maintain a diary
  - Prioritise personal and team tasks
  - Implement and maintain a task list

### Who should attend?

- Team Leaders, Supervisors and First line managers
- Junior management
- Managers of small businesses
- SMME Entrepreneurs

### Duration

- 2 Days

### NQF Alignment

- SAQA US ID 242811
- NQF Level 4
- 5 Credits

### TRAINING CONTENT

#### Module 1: Create a task list

- The purpose of a task list for the individual and his/her team
- What is an activity scheduler?
- How to sequence a task list
- How to prioritise items

#### Module 2: Personal and Team tasks

- The difference between organisational and personal goals and values
- What is the accepted practice for the recording of information?
- How to identify resources and the acquisition thereof
- Overcome procrastination and increase productivity

#### Module 3: The Diary / Planner

- What is the purpose of a diary (planner)?
- What is the systematic approach?
- How to implement an action plan

#### Module 4: Personal and Team tasks

- What is the best practice for assigning team tasks?
- How to involve stakeholders
- How to adapt the task list to changing circumstances
- How to re-prioritise tasks and fit new tasks into an existing prioritised task list
- How to ensure tasks are achieved according to organisational requirements
- When and how to report completed tasks
- How to process completed tasks

