

## **Title: Effective Time Management**

**Aims:** To develop good time management skills

**Objectives:** Examine theories of time management  
Explore role models of good time managers  
Examine how to develop skills required for time management  
Understand your working style

**Target Audience:**

This course is for candidates who wish to develop their time management

**Course Content**

- Theories of time management
- What are the elements of time management
- Prioritisation
- Role models
- Developing potential
- Setting your goals and clear objectives
- Responding to changing goals
- Changing your style
- What next- moving forward

**Commentary**

This course is for those who wish to develop their time management. It explores theory, and assesses the candidate's time management style. It enables participants to develop new styles of time management, and draws on elements of good time managers to explore common themes that they can utilise in practice.