



Time Management, Planning and Goal Setting

Suitable for all employees

Course duration: 1 day

NQF level: 4

Course objective:

Successful people:

- ✓ set goals
- ✓ plan their activities
- ✓ prioritize
- ✓ manage their time carefully

Through this training programme you will acquire the necessary time-management and planning competencies to maximize your effectiveness, and achieve success in your personal and work life.

Course content and outcomes:

- **What is time management, and why is it so important for success?**
- **The basic principles of time management**
 - ✓ Creating a task list
 - ✓ Prioritising personal and team tasks
 - ✓ Using and maintaining a diary
 - ✓ Implementing and maintaining personal and team task lists
- **Value clarification exercise – the basis for goal setting**
- **Clarifying your purpose and visions**
 - ✓ How do Vision, Mission, Values, Goals, Objectives, Strategy link together?
 - ✓ Personal envisioning and setting of supportive objectives and goals
 - ✓ Basing your vision, mission, objectives and goals on your values
 - ✓ Identifying your vision, mission, objectives and goals for all 4 aspects of your life:
 - Personal vision and goal setting – mental, physical and spiritual
 - Family vision and goal setting
 - Financial vision and goal setting
 - Career vision and goal setting
- **Taking ownership: Accountability and responsibility**
- **Planning, prioritization, resource allocation and time management**
 - ✓ Understanding the planning process
 - ✓ Developing plans using a planning template
 - ✓ Putting all the necessary resources in place
 - ✓ Measuring and evaluating your progress
 - ✓ The ABC's of prioritization
 - ✓ Handling interruptions
 - ✓ Stop, speak, space, sort, sequence

Contact us to register or arrange in-house training:

Tel: 074 074 0444

Email: info@poponline.co.za

Web: www.poponline.co.za