**Time Management Workshop**

The practice of time management requires focus and conscious planning to help win back control of your busy day, and conquer financial goals. Challenges are often presented in the workplace, which can affect our ability to make optimal use of our time. However, with the help of prioritization, goal-setting, and appropriate organization of the mind and space around us, we are able to overcome time management barriers.

This course will provide you with appropriate strategies to increase both personal and professional productivity, as well as learn to work *smarter.* Exceptional time management skills have a powerful effect on shaping an organized, successful business.

**Workshop Objectives:**

* Plan and prioritize each day’s activities in a more efficient, productive manner
* Overcome procrastination quickly and easily
* Handle crises effectively and quickly
* Organize your workspace and workflow to make better use of time
* Delegate more efficiently
* Use rituals to make your life run smoother
* Plan meetings more appropriately and effectively

For more information on this workshop or to reserve your spot, please contact:

Zelna Naude

[zelna@boekhoukursusse.co.za](mailto:zelna@boekhoukursusse.co.za)