

# TIME MANAGEMENT FOR LEADERS

*'Get focused, reduce your stress  
& reap the rewards'*

## TOPICS INCLUDE:

- Finding Focus
- Establishing Key Value Activities
- What's Important Vs What's Urgent
- Time To Get Some Attitude
- Creating More With Less  
- The 80/20 Principle
- Concentrating On Low Effort/High  
Reward Activities
- Learning To Say NO!
- Steps For Effective Self/Life Balance

## PROGRAM OBJECTIVE

Time Management for Leaders is a set of practical skills that help you to use your time in the most effective and productive way possible.

It is easy to waste time trying to manage it, and busyness does not always equate to effectiveness!

Time is constant and irreversible, nothing can be substituted for time and once wasted it can never be regained. Therefore, it is impossible to manage time, we can however manage what we do with our time by making a shift in attitude and concentrating more on results, and less on activity.

What successful people do is analyse how they spend their time and implement practical strategies to use it more effectively.

This one-day workshop delivers a variety of proven efficiency tools and management strategies that will assist you to gain full control of your day whilst setting and accomplishing goals beyond what you thought possible. To get more out of your day with less overall effort, join us for **Time Management For Leaders**.