

## **TIME MANAGEMENT**

### **Manage Work Time Effectively.**

US 9530 – Level 3 (3 Credits)

**Demonstrate understanding of the concept "time management in a 24-hour day world.**

- The different concepts used in the external environment to measure time are listed.
- The concept time-management is explained in the learner's own words.
- The importance of time-management in the work environment is debated.

**Describe the difference between urgent and important and prioritize daily activities.**

- Typical daily activities in the workplace are listed and ranked according to urgency and importance.
- The listed activities are used to plan a typical day in industry.

**Estimate time spent on a task and draw up a general day, week and month planner to manage time.**

- Estimated time spent on each task is allocated to the different activities.
- Provision is made for unexpected incidents and crises management.

**COURSE DURATION: 1 DAY**