

BUS02: An Introduction to Time Management

The tell-tale signs of poor time management are often apparent in the workplace; people feeling overloaded with work, working late or missing deadlines – often lurching from one crisis to another.

The outcomes of poor time management are potentially harmful for both the individual and the organisation, since productivity suffers, stress takes a hold and morale crashes.

When time is managed well, however, people are exceptionally productive at work, stress levels drop and they can devote time to the interesting, high-reward projects that can make a real difference to a career. The organisation also benefits from higher productivity and well-motivated employees.

This course, one of a series, enables the learner to understand the concept of time management, identify any issues they may have and take initial steps to remedy problems.

Course Content

- Time management problems – the symptoms
- What is time management?
- To-do lists
- Personal goals
- Prioritising tasks
- Managing distractions
- Combined discrimination
- Avoiding procrastination
- Avoiding task overload
- Taking breaks
- Scheduling tasks

Course Duration

- 35 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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