

BUS05: Time Management – Planning and Scheduling

Time is a finite resource that cannot be stored or saved for later use - time poorly used cannot be retrieved. Everyone has exactly the same amount of time each day, so how well it is used will figure highly in defining levels of job performance.

For these reasons, the ability to analyse how time is spent, identify poor use and then effectively plan and schedule time usage in the future is essential, especially for busy people.

This course will enable you to undertake all these key time management activities.

Course Content

- What we mean by planning and scheduling
- The reasons for, and benefits of, keeping an activity log
- How to create an activity log
- The purpose of a 'to-do' list
- How to use a 'to-do' list
- The key features of an effective scheduling tool
- How to schedule tasks and activities

Course Duration

- 45 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

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