

MANAGING TIME PRODUCTIVELY	<u>Duration: 2 days</u>
Workshop Purpose	It is often a challenge determining how to use one's time effectively. This is especially true when considering all the things that one needs to juggle throughout the day. However, successful people know the importance of mastering how to use their time productively. Knowing how to plan a productive day will help to maximise results. Productive time management is the focus of this module.
Competency Outputs	<ol style="list-style-type: none"> 1. Identify strengths and weaknesses. 2. Identify, explain and describe the purpose and process of scheduling activities in one's own business or department. 3. Organise and prepare business activities and estimate their duration. 4. Develop strategies to deal with interruptions. 5. Develop an effective business schedule.
Methodology	<ul style="list-style-type: none"> • Self- Assessment, reflection and action plan • Group and individual exercises • Application project to ensure transfer from workshop to workplace