

## TIME MANAGEMENT AND GOAL SETTING MODULE

Unit Standard	120308/15234/117171/115772
NQF	3-5
Credits	5
Duration	1 day
Organisational Development Area	Managers, Supervisors and Team Leaders (Also suitable for staff in Management Development Process)

### COURSE OUTLINE

- Left brain/right brain;
- Setting goals;
- Planning;
- Proactive Theories of Time Management;
- Organising your Workspace;
- Organising files for Retrieval;
- Managing your Workload;
- Microsoft Outlook Support Tools;
- Delegation;
- A Project Management Approach;
- Setting a Ritual.
- Understanding motivation and how it can distinguish between needs and wants;
- Applying different techniques to enhance individual efficiency in setting goals, by using various tools;
- Understanding and demonstrating the goal setting process;
- Quality management and goal setting.