Time Management
Program Outline

Overview

"Time is the most valuable thing a man can spend", the ancient Greek philosopher. Theophrastus, proclaimed these words when the average person's time was under far fewer demands.

Managing one's time can be an almighty task, one which even the most disciplined people find a constant battle. Working from home adds a whole new level of challenge for many.

At Red Sky, we can help you upgrade your ways of thinking and managing your time to suit this working-from-home environment enabling you to achieve more than you thought possible.

Topics

- Your distractions
- The Eisenhower Matrix
- How to structure a day to suit you
- Setting up the Systems

Outcomes

- Understanding the relationship between work and productivity
- Understand your unique working preferences
- A daily structure that suits you and your situation
- Get more important tasks done in less time.

Duration

90 mins virtual program (with prework)