



# A F R I C A N A C A D E M Y

**Programme Name:** Time Management

**Programme:** One-Day workshop / Also available as an in house workshop

<p><b>Description</b></p> <p><b>Unit 1: Time Management overview</b> <b>Topic A:</b> Principles of Time Management <b>Topic B:</b> Productivity Cycles <b>Topic C:</b> Goals and Priorities</p> <p><b>Unit 2: Time Management Plans</b> <b>Topic A:</b> Time Management Plan <b>Topic B:</b> Daily Plan</p> <p><b>Unit 3: Technology and Time Management</b> <b>Topic A:</b> Technology saves Time <b>Topic B:</b> Say "No"</p> <p><b>Unit 4: Productivity</b> <b>Topic A:</b> Interruptions and Meetings <b>Topic B:</b> Factors affecting Productivity</p> <p><b>Unit 5: Information overload</b> <b>Topic A:</b> Causes of Information Overload <b>Topic B:</b> Organize your Office <b>Topic C:</b> Communication</p>	<p><b>Duration</b></p> <p>One-Day workshop 08h30 – 16:00</p> <p><b>Course Fees (R1250.00)</b></p> <p>Monies are payable upfront.</p> <p><b>Additional Costs (books, kits, etc)</b></p> <p>All additional costs are included in the course fees.</p> <p><b>Certification</b></p> <p>On successful completion of the programme, the student will receive a Certificate, Issued by the African Academy.</p> <p><b>Disclaimer</b></p> <p>The content of this brochure, accurate at the time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. African Academy reserves the right to change the programme content without notice.</p>
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