

## Time Management

### Our Vision

At PRIMEXL we aim to be the partner of choice in the creation of better organisations and better lives.

### Our Values

We value:

- **Meaningful relationships**
- **Premium quality services**
- **Innovation** – we are always looking for ways to add more value to our clients
- **Accountability for our performance**

For more information about our suite of solutions, please contact:

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Do you feel like you don't have enough hours in the day? Do you find procrastination is part of your daily routine? Time is our most precious resource. Instead of TIME managing YOU, you can manage it!

**This practical workshop** will teach you to manage your priorities, increase work effectiveness and productivity and enjoy a more balanced lifestyle. Feel more in control of your daily activities and reduce the stress which results from ineffective time planning. A must for all busy people!

### Learning Objectives

During this course participants will:

- Discover & identify their top five time wasters
- Learn to understand why we procrastinate
- Appreciate the relationship between increasing demands and stress
- Learn proven techniques and strategies for making the most of their time

### Outcomes

At the completion of this course participants will:

- Have an increased self-awareness – discovering their own "PRIME TIME"
- Be able to implement proven strategies and techniques for making the most of their time
- Leave with a time management plan that will assist in changing the way they think and behave

### Who Should Attend

People who want to make the most of their time, reduce stress and lead a more satisfying life.