Time Management Audit

Just as a business monitors its stock levels, you need to keep track of your time. How much do you have available? How much should you dedicate to certain tasks? Do you have time available to deal with unexpected demands? You can answer these types of questions by carrying out a time management audit. In this online course, you will explore ways to track your time. Since you can't increase the number of hours in a day, you need to be diligent about tracking and optimizing the time you have.

Delivery Method: Online Course
Course Length: 90 minutes
Includes group activities, polls and Q&A sessions!

During this course, participants will:

- Complete an Activity Log to track daily tasks .
- Analyze the types of activities that takes up time.
- Create a system to manage your inbox effectively.
- Discover proven delegation and prioritization techniques.

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