

Effective Time Management



QUICK VIEW



100% distance-learning



Approximately
4 hours



Anyone looking for lasting
ways to **manage their time
better**

If you want to become better organized and maintain a healthy work-life balance, you have to be able to prioritize and distinguish between what's urgent and what's important. And doing so makes you more productive and boosts your well-being too. In this course, you'll learn how to make better use of your time and determine where your priorities lie.

FOLLOW THE PATH

What are the main
time-wasters?

①

②

How should we set priorities?

Prioritizing and scheduling

③

④

Simple rules to make
better use of our time

How should we field
requests from others?

⑤

⑥

What's a healthy
work-life balance?



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TRUST OUR EXPERTS



TAL BEN-SHAHAR

Best-selling author in positive psychology. Designed and taught the most popular course at Harvard University.



ADAM GRANT

Wharton top-rated professor. Ranked among the world's 25 most influential management thinkers. Listed on *Fortune* magazine's 40 under 40.



MAURA THOMAS

Award-winning speaker, trainer and author in productivity, attention and effectiveness. Regular contributor to the *Harvard Business Review* with articles viewed more than a million times. Has appeared in hundreds of national media outlets including *The Wall Street Journal*, *Fast company*, *Entrepreneur, Inc.* and *The Huffington Post*.



LISETTE SUTHERLAND

Recognized international thought leader and speaker. Author of *Stories of Remote Teams Doing Great Things*. Founder and Director of Collaboration Superpowers.

Identifying your priorities



Becoming better organized



Building connections to save time as a team



Maintaining personal balance

FOR PROVEN
BENEFITS

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