



University of the  
Highlands and Islands  
Orkney College

## Time Management

<b>Duration:</b>	1/2 Day	<b>Time:</b>	TBC
<b>Venue:</b>	Orkney College	<b>Dates:</b>	TBC
<b>Cost:</b>	£60.00		

**Qualification:** Orkney College Certificate.

### Target audience

This course is designed for anyone who would like to improve their time management. It will seek to demonstrate the skills involved in improving your mastery of time within the workplace

### Course content

The following topics will be covered:

- Consequences of poor time management
- Identification of causes of poor time management
- Time wasters
- Analysis of how time is used
- Possible solutions to address poor time management