



TIME MANAGEMENT

Time management is life management

This course enables participants to manage their time effectively and in a motivational and structured manner.

Overview

Effective time management is crucial when it comes to maximizing your productivity in the workplace. If you allow your workload to spiral out of control, you will most likely find that your efficiency is reduced.

HOW THIS COURSE WORKS

This course equips you with five adaptable tools that can fit in any kind of lifestyle. It unlocks maximum productivity and unleashes full potential to complete tasks.

WHAT YOU WILL LEARN

- The scientific secret of perfect timing
- Efficient multitasking
- Work life balance
- Busy vs. effective
- Will power & motivation
- Creative procrastination

WHAT YOU WILL RECEIVE

IN THIS COURSE YOU WILL RECEIVE THE FOLLOWING:

- Course Workbook
- Feedback & Action Plan
- RedRock International Certificate of attendance

The Experience:

Self Awareness
Prioritizing
Planning
Efficiency

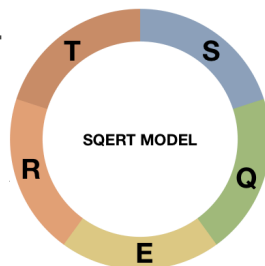


Duration

Two days

See our website for more details

COURSE MODEL



- **Scope** – Clearly understanding the areas of your life in order to manage it.
- **Quality** – Maintaining a good quality in a managed lifestyle.
- **Effort** – The amount of energy exerted in the tasks.
- **Risk** – The risks and dangerous you will face while adopting this lifestyle.
- **Time** – Know your time, to manage your time.

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