



**BUYOLO**  
BUSINESS | ADVISORY | SERVICES

## **Time Management Training**

### **Client**

Cape Craft Design Institute

### **Objectives**

The ability to manage time is an important skill to possess. Time management is not a way to make one work harder and longer, but a means to help a person work smarter to accomplish his/her work more easily and rapidly. We have designed a two-day course that is interactive and engaging. The programme explores how time as a resource must be explicitly managed, just like money. It shows how time as a non-renewable resource can also be lost. Once it is gone, it is gone! You will never see this moment again.

### **Tactics employed**

The material consolidates all the theory through practical exercises and case studies and is presented through a set of slides.

### **Outcomes**

By the end of the workshop, delegates were aware of:

- the disadvantages of having too much paperwork
- telephone tips
- the importance of time for creative/thinking
- what kind of work one can channel during “dead time”
- cutting things short
- how to use time Journals
- “Comfort Zones”
- the importance of delegation
- the do’s and don’ts in meetings

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