



The **TimeRICH** Workshop is an awesome half-day Time Management (Self Mastery) training workshop focused on providing tips to participants on how to use time to their advantage i.e. turn time to money. The Workshop is hinged on the concept that time is one resource that is non-renewable and therefore cannot really be management. Every individual must therefore manage his or herself within the context of time so the goal is make your time usage RICH!

The Workshop aimed at business owners and possibly their direct reports to enable them manage their time for increased productivity for the business.

The Workshop will cover the following areas:

- Three (3) critical areas of mastery required for effective time utilisation
 - Self-Management
 - Self-management explained
 - Money value of time explained
 - Prioritizing – urgent vs importance
 - Need for periodic self-audit and re-alignment
 - Planning –
 - Need to plan the use of time
 - Key considerations in planning]
 - Documenting and actioning the plan
 - Delegation
 - Delegation vs Abdication – core difference
 - How to identifying what is best to delegate
 - Delegation essentials and tips
- Time Vampires
 - Interruptions
 - Lack of systems
- Top Techniques for effective time usage
- Action TimePLAN Development – Default Diary