

# Time Management Workshop

1 Day

Sessions	45 mins	45 mins		45 mins	45 mins		45 mins	45 mins		45 mins	45 mins
<b>Sessions 1 – 8</b>	Intros and Workshop Overview	Hierarchy of Needs in the Workplace	<b>B R E A K</b>	Effective Time Management	Prioritising Tasks (Theory)	<b>L U N C H</b>	Prioritising Tasks (Practical)		<b>B R E A K</b>	Kelly the Manager (Consolidation Exercise)	Logging Activities / Debrief