



Time Management - Getting things done!



Domestic Fees

\$995 + GST



Intakes

06/05/2026

02/07/2026



Campus

Auckland

Christchurch



Duration

1 day



nziht.co.nz



Abraham Lincoln is quoted as having said:
"Give me six hours to chop down a tree, and I will spend the first four sharpening the axe."

Do you start early and go home late so that you can get your work done? We've all had that experience, and it's easy to believe that working harder is always the answer. Time to consider working smartly?

This is a practical course that will sharpen your ability to manage your own time and to make sure that things get done on time AND in the right way.

Participants construct their own plan for getting things done according to their style and work environment.

Pre-Course work

Attendees will complete an online assessment of their personal style prior to the course.

Topics include

- Personal style – strengths and weaknesses
- Improving attitudes
- Building trust
- Setting realistic goals
- Establishing priorities
- Saying no
- Quality is the key
- Planning and Scheduling
- Curbing interruptions
- Improving/avoiding meetings
- Effective delegation
- Conquering procrastination
- Improving team time

At the end of the course participants will have the learned

- How to get more done
- How to achieve more with less stress
- The five steps for getting things done!

Who should attend

Everyone who wants to get more productive time out of each day, with less stress and more enjoyment.

NZIHT reserves the rights to withdraw or adjust programmes, alter start date or fee schedules, and make any other changes as it may deem desirable or necessary, without prior notice. All programmes are subject to a sufficient number of enrolments and completion of all approval and accreditation requirements.

NZIHT and this programme are part of Te Pūkenga – New Zealand Institute of Skills and Technology

