2 – DAY
TIME MANAGEMENT

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METHODOLOGY

Using a combination of various training methodologies including a combination of expert input plus practical sessions:

- Instructions, Group Discussions, Presentations, Video Clips
- Brainstorming Sessions, Practical Hands-On Sessions
- Demonstrations, Role Play, Games and Activities
- Creative Music, Visualisation Techniques
- Notes and Hand Outs, Group & Individual Exercises

WHO SHOULD ATTEND?

All managers, executives, supervisors, all support and admin personnel, sales and marketing, customer service and front desk, PR, technical staff, engineers, production staff, QA staff - all who wants to learn to apply and maximise their time at the workplace.

INTRODUCTION

Tame the Time Monster
Effective Time Management Skills and Techniques

Do you find yourself overloaded with work? Feel so stretched to the limit you can't set priorities? Exhaust yourself daily without accomplishing your goals?

In this course, you will practice techniques that will drive you to eliminate your time wasters & time thieves so that you can direct your energy towards the activities that will further your corporate goals.

Your tool kit will include World of Time Map, Time and Energy Profiling, Time Planning Process Model, Time Management Questionnaire, Time Log, Time Matrix (Important vs Urgent), ABC Analysis, Pareto Rule, Issues/ Impact Matrix and Performance Curve. Some other effective techniques used will include Mission Statement, Affirmations, Visualisation, Mind Mapping, SWISH (Breaking Limiting Beliefs) and Scaling Technique.

You will also learn how you select choices which help you achieve your success. Learn to be an extraordinary performer!

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Shift direction from managing time to managing self
- Gain control of your work life by eliminating time wasters/ time thieves
- Characterise and profile your time style, energy level, performance curve, personal strengths and motivators to perform at peak
- Prioritise to reduce stress and get rid of limiting beliefs towards time
- Deal with information overload and manage technology effectively
- Articulate your time goals - highlight opportunities for improvements
- Use your time log to maximise usage of time, plan and schedule
- Tackle time shortcomings and create a system tailored to your personal style
- Apply understanding of body rhythm to align energy levels to deliver expectations and results
- Craft an action plan, make a commitment and stay positive

PROGRAM OUTLINES

MODULE 1: BEING MORE PRODUCTIVE - TIME MANAGEMENT ESSENTIALS

- What is time to you and your company? Define time management at work
- Self-realisation - how much is 1 hour of time in your work life worth to you?
- Direct focus from managing time to managing self
- Avoid and get rid of the psychological time trap
- Are your underlying beliefs and attitude towards time empowering or limiting you? What can you do about this?

Ice Breaker Competition: Let's Do This Fast!
Demonstration: Ribbon of Life
Activity: Sense of Time - Discuss and Reflect
ABC Exercise and Self Realisation: Each Day is a New Time Account

MODULE 2: WHAT HAS TO CHANGE TO MAKE A DIFFERENCE IN YOUR WORK!

- Evaluate and determine your strengths, weaknesses, motivators, regrets, personal style of time management
- Highlight opportunities for improvement - maximising strengths and eliminating weaknesses
- Charting the most effective time style at work
- How to change and make a commitment

Powerful Fast and Effective Change Technique
Time Challenge: Speed is King!

MODULE 3: CLARITY ABOUT CORPORATE GOALS, FORMULATE SMARTER TIME GOALS AND TIME LOG

- Envision your outcome: clarity of purpose is power!
- Defining the purpose and sense of direction for each of your commitments
- Initiate changes to your current time goals
- Create and analyse your time log - derive job tasks, usage of time and energy flow
- Solving problem areas, bad habits, patterns and tendencies
- Analyse your progress and conduct regular reviews
- Making choices in a planned way

World Of Time Map: Assess Your Realities and Current Situation
Video: The Rocks of Time - Discuss, Reflect, Apply
Articulate: Mission Statement - Describe The Person You Intend To Be
Mind Mastery: Writing Positive Affirmations for Time Management
Power Pack Goals: Visualisation, Creating A Vision Board, Scaling Technique

MODULE 4.: POWER PACK AND GAIN CONTROL OVER YOUR TIME AT WORK

- Self analysis and review your working habits that adversely impact your time
  - Catch timewasters/ time thieves
- Eliminate bad habits, poor skills, distractions and interruptions
- Highlight other time related issues and calculate potential time savings
- Using an Issues/ impact matrix to gain control
- Overcoming procrastination
  - Identifying the root causes of inaction
  - Beating the deadline driven trap
  - Approaching your tasks positively

Team Project and Presentation
Group Exercise: Solutions To My Time Wasters
NLP SWISH Technique to Change Bad Time Habits

MODULE 5: DEALING PROACTIVELY WITH INFORMATION OVERLOAD AND MANAGING TECHNOLOGY

- Customising your workspace - master the art of organising your work area
- Streamlining your information flow and retrieval process
- Getting the best return on your time investment
- Develop strategies to use technology more efficiently and to accomplish more
- Select the right form of communication for your message
- Target ways to manage e-mail and step off the "e-mail-go-round"

Activity and Mind Mapping: Solve the Above Issues

MODULE 6: INCORPORATING A TIME - PLANNING PROCESS MODE

- Harnessing the power of a structured approach
- Reusing the model throughout your life
- Customsing the model to fit your style & needs

Exercise: Application and Hands-on Practice

PROGRAM OUTLINES

MODULE 7: PRIORITIES - LIVING AN EFFECTIVE LIFE

- Your 1st things 1st - proactively identifying and assigning your priorities
- ABC Analysis - classification of tasks
- Maximising the Important/ Urgent matrix
- 5 choices of productivity
- Applying the Pareto Principle (80/20 Rule) for the best results
- Developing the habit of immediate attention

Exercise: Back To Your Time Log
Group Project: Identify & Solve Q1, Q2 & Q3 Activities

MODULE 8. WORK PERFORMANCE CURVE AND ENERGY LEVEL

- Focus your attention on your personal daily rhythm
- Profiling your energy levels
- Ensuring high priority items are carried out during most productive time of day
- Aligning tasks with your high and low periods
- Avoiding energy robbers and take steps to boost your concentration
- Effectiveness vs efficiency - there is nothing so useless as doing efficiently that should not be done at all

Hands On Session: Change Your Physiology, Change Your State
Practical Session: Circadian Rhythm - Plot Your Energy Levels

Evaluation: Analysing Energy Allocation

Case Study: Mariam vs Khatijah - Discuss Key Learning Points

MODULE 9. PLANNING AND SCHEDULING FOR SUCCESS

- Select plan, steps and actions
- Assign tasks into a weekly schedule and create a dynamic to-do list
- Link daily activities to outcomes desired
- Effective follow up on people, deadlines and paperwork
- Select important and valid priorities
- Create a realistic and productive schedule
- Use a robust planning tool/ checklist to analyse and review plans
- Plan for productivity improvement

Challenge Game: Planning and Scheduling
Evaluation: Managing A Simple Project and Create the Action Plan