

2 – DAY TIME MANAGEMENT: A NEW REVOLUTION



Introduction

Time management is the ability to plan and control how someone spends the hours in a day to effectively accomplish their goals. This involves juggling time between the domains of life–work, home, social life, hobbies. It is essential to establish clear goals and priorities to set aside non-essential tasks that can eat up time and to monitor where the time goes. Today, the work landscape has changed somewhat, with more and more tasks landing on the "Most Important" list. Hence, this workshop helps to address time management issues with psychological, behavioural and technology perspective!

Course Objectives

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

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

Methodology

- Short Theory to reinforce the basics
- Liberal use of discussions to enhance understanding and confidence
- Individual and group exercises that are workplace oriented
- Video presentations
- Extensive use of training activities including exercises, quizzes, role-plays, and games that stimulate learning and participation

Who Should Attend?

- Best designed for office administrators, managers, supervisors of clerical and administrative staff who perform multifunctional tasks at work and want to gain greater control of their time

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Course Outline

MODULE 1: TIME MANAGEMENT ESSENTIALS & REALITIES

- Introduction & Icebreaker
- Define time management at work
- Different ways of spending time
- Principles of effective time management
- Avoid psychological time traps

Practical session

MODULE 2: COMPASS OVER CLOCK

- Determine purpose & sense of direction
- Focus is on time and resources
- Video - The Rocks of Time
- Articulate Mission and Set Workable Goals

Practical session

MODULE 2: PRODUCTIVE & WORK PRIORITIZATION

- Busy vs. Productive
- Indecision & Delay
- Urgency vs Importance
- Apply the Pareto Principle (80/20 Rule)

Practical session

MODULE 4: PLANNING FOR PERFORMANCE

- Plan Your Day in Advance – Getting things on schedule
- Get Things Done
- Organise Your Workspace; declutter & manage workflow
- Weekly Review and Planning (WRAP)

Practical session

MODULE 5: ORGANIZE, PLAN AND SCHEDULE

- Define short-, mid- and long-term goals
- Successful planning - productivity improvement, stick to a plan of action and handle obstacles
- Effective follow up on people, deadlines and paperwork

Practical session

MODULE 6: SETTING THE RIGHT GOAL

- SMART management
- Time Management Principles
- Motivation
- Effective stress busters and release tension

Practical session

