

Time Management

The approach of this training/workshop will involve presentations and discussion to introduce the concepts of time management and practical exercises and syndicate work to develop personal skills. This will be through the following:

Overall Outline:

- Everyone Has 24 Hours a Day: The Realities of Time
- Jump Start Your Day: Proven time tools that work. Use practical techniques for organizing work. Understand and demonstrate the use of to-do lists and the ABC prioritization technique.
- Time Management Challenges: Adopt appropriate strategies for dealing with interruptions Ways to deal with lateness. Approaches organizing disorganized people. Minimizing distracters. Demonstrating the art of concise conversation.
- Identifying time wasters and adopt strategies for eliminating them from their work pattern.
- Procrastination: Recognize the variety of causes of procrastination and apply relevant techniques to overcome them.
- Goal Setting for Peak Performance: Clarify and priorities objectives and goals. Develop an action plan for better use of time. Prioritization the urgent/important matrix. The action priority matrix.
- List barriers to successful time management: Meetings, Delegating, and Saying "No". Reduce time spent in meetings yet contribute more effectively.
- I'm Exhausted When I Get to Work: Tactics for managing home time better in delegate tasks and assignments. Keep self-motivation high. Focus to improve your concentration and stay in flow.
- Training Program Duration 12 Hours