

CREATING VALUE THROUGH EFFECTIVE TIME MANAGEMENT

// MANAGEMENT

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Duration The course will be conducted over 2 days or 16 hours

Target audience Middle Managers and Supervisors

Number of delegates Minimum 10 delegates and maximum 20 delegates

COURSE BACKGROUND

This course provides strategies, tools, techniques and tips to set priorities and manage the daily pressures of meeting important and urgent commitments in your life. Participants develop a clear sense of purpose, set goals and learn to structure their priorities in order to meet their commitments and achieve their goals. This course is important for individuals who are not working effectively due to interruptions, excessive meetings, changing priorities, appointments, schedules and deadlines. The tools and techniques presented will help as you build the necessary foundation to further your career.

COURSE OBJECTIVES AND CONTENT

Essentials of time management

- Contrasting time planning and time management
- Avoiding the psychological time trap
- Taking control of your life through the choices you make

Determining your time style

- Evaluating your current strengths
- Characterizing your personal style of time management
- Recognizing opportunities for improvement
- Assessing the effect of your time style on others

Gaining control over your time

- Identifying your unique pivotal time-related issues
- Appraising your situation with an Issues/Impact matrix
- Targeting factors that adversely impact your time

Assessing your realities

- Weighing the value of current efforts
- Making choices in a planned way
- Deriving tasks — the raw material of time planning

Setting goals

- Moving toward your goals

- Initiating changes to your situation
- Selecting steps and actions

Prioritizing and Scheduling

- Proactively identifying your priorities
- Maximizing the Important/Urgent matrix
- Applying the Pareto Principle for the greatest results
- Developing the habit of immediate attention

Building your schedule

- Assigning tasks into a weekly and daily schedule
- Scheduling to create greater work/life balance
- Creating a dynamic to-do list
- Reducing mental clutter

Techniques for Controlling Your Time

- Overcoming procrastination
- Identifying the root causes of inaction
- Beating the deadline-driven trap
- Approaching your tasks positively

Diffusing the impact of others

- Asserting yourself politely and calmly
- Conquering over-commitment
- Managing Interruptions