

Time Management Toolkit: Practical System for Smart Work

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION

Personal time management skills are essential for professional success in any workplace. When you are able to implement time management strategies successfully, you can control their workload. Otherwise, you end up spending each day in a frenzy of activities or reacting to crisis. Highly effective individuals can focus on the tasks with the greatest impact to them and their organization. As a result, stress declines and personal productivity soars! This Time Management workshop will cover strategies to help participants learn these crucial strategies. Participants will be given a skill set that includes personal motivation, delegation skills, and organization tools.

LEARNING OUTCOMES

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Organize your workspace and workflow to make better use of time.
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

WHO SHOULD ATTEND

- Executives, Administration Staff & Technical Professionals
- Managers, Unit Leaders & Supervisors
- Anyone who wants to improve their time management skills

METHODOLOGY

Interactive Lectures, Group Discussions, Quizzes, Reflections, Presentations

Course Contents

Module 1: Introduction

- Importance of managing time
- Assessment of current status

Tools

Parking Lot, Survey Poll

Module 2: Goal Setting

Participants learn to use specific strategies to set, prioritise and visualise goals.

Tools: SMART, 3Ps

Module 3: Prioritize Your Time

Time management is also about managing self. Participants learn to set priorities, change habits, and take charge.

Tools: Pareto's principle, Eisenhower matrix

Module 4: Plan Wisely

Participants learn to use a daily plan to stay focused on the priorities for a highproductive day..

Tools: Productivity Journal, 6SQS, Chunk-BlockTackle

Module 5: Tackle Procrastination

Procrastination is the biggest productivity killer. Participants will learn 5 top ways to eliminate it.

Tools: Discussion, Reflection, Action Plan, Eat-that-frog

Module 6: Workspace Organisation

Optimise your time. Learn how to eliminate clutter, set up an effective filing system, gather essential tools, and manage workflow.

Tools: 4Ds, Dealing with email, Calendars

Module 7: Delegation Made Easy

Participants learn what, who and how to delegate effectively, in order to be able to deliver more.

Tools: Keeping Control, Review

Module 8: Making it a Habit

Bring more joy into your life. Embed time management principles daily habits. Have more energy to bring you closer to your goals.

Tools: Rituals, Triggers

Module 9: Meeting Management

Participants learn to use a few tools to make meetings efficient and effective.

Tools: PAT Approach, Alternates to meetings