



Time Management

All around us, technologies, processes, people, ideas and methods constantly change and evolve, affecting the way we perform daily tasks and live our lives.

- This workshop will give the tools to implement changes more smoothly and ensure they are better accepted, and will also help you to manage your reactions to change
- Setting Goals Goal setting is critical to effective time management. It can be used in every area of life, and it's the first step in using your time in the way you want to use it.

Objectives:

- How to achieve a balanced life as a successful manager
- Self-appraisal of time attitude
- How to increase productivity through better time utilisation
- How to define and handle priorities
- Strategies and techniques for better time management
- How to deal efficiently with time stealers
- Managing stress

Effective Time Management Training Outline

- Setting Goals
- Time Management for a more productive and balanced life
- Know yourself... Mono-chronic or Poly-chronic



Strategies for Time Management

- Setting Objectives
- Setting priorities
- Decision-Making process

“Prioritising available time : - This module focuses on tools and strategies that help students to distinguish between the urgent and the important; to do the things that really matter rather than the things that scream the loudest; to concentrate on being effective, not just efficient”

- Delegation
- The Time Quadrant

Improving your time management skills

- Creation of task list
- Creation of Time Map

“To be consistently productive each day, you need a daily plan, not just a to-do list, and you need to commit to using your plan so you stay focused on your priorities.”

- Tips for higher productivity

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“80:20 Rule or Pareto Principle of Time Management”

Job Analysis -

Q - What are the 20 percent of my job responsibilities that produce 80 percent of the results?

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“Related Insights”



INSPIRED LEARNING



Basic rules in Time Management

- When and How to say “NO”
- Process for saying “NO”

Time stealers

- Meetings
- Phone calls
- Poor delegation
- indecisive management

“Tackling procrastination : - The ability to overcome procrastination and tackle the important actions that have the biggest positive impact on life is a hallmark of the most successful people. This module include offering students ways in which they can motivate themselves to get moving on even the toughest of tasks”

- Poor communication
- Poor decision-making process
- Lack of systematic working habits

- Causes of stress



Managing stress

- Stress symptoms

- Tips for reducing and managing stress

“In order to be productive each day, we must create an appropriate environment. By eliminating clutter, setting up an effective management system, gathering essential tools and managing workflow, we’ll be well on our way to greater productivity and less stress”

Facilitators -

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Thank you