Time Management

Time Management Course Contents

Course Overview:

We all struggle through the day, tackling tasks, meeting deadlines, and answering people's queries, trying to accomplish our objectives. Yet, we are framed by a limited valuable resource: Time, 24 hours a day to everybody, which you cannot extend. You can only understand and manage time. This is what makes it so critical, and the ability to allocate your time becomes equal to a life survival skill. This workshop is designed to help you use your limited time effectively.

Objectives:

- To save time and channel your efforts in the right directions
- To increase your productivity, "Be a goal getter not just a goal setter"
- To better plan, organize and track your activities
- Set priorities and do the most constructive things first, "Don't let the Urgent supersede the important"
- Avoid time wasters, eliminate unexpected interruptions
- Evaluate and enhance your current time management system
- Identify Stress and its effects on you
- Learn to achieve personal/work/study life balance

Contents:

1 – Time Management: Speed vs. Effectiveness

- The Value of Time
- Patterns of Time Wasters

2 – Achieving personal effectiveness

- Setting priorities, planning, getting organized
- Handling interruptions

3 – <u>Time Management System</u>

- Techniques to beat procrastination
- Delegation

4 – <u>Increasing Efficiency</u>

- Managing information
- Effective Reading

5 – <u>Stress Management</u>

- Time pressure and stress
- Strategies for coping with pressure and reducing stress.

<u>Training Style:</u>

The approach to this workshop adopts a facilitative style, where the trainer leads the participants to the objectives set out at the beginning of the session through coordinating input and moderating activities.

The workshop will be conducted in a relaxed environment that makes it interactive. This is not a business management lecture, but rather a workshop that is supposed to effectively enhance the skills of the participants. Thus the delivery method shall focus on participant input and needs to build upon it the time management skills.

The workshop aims to link real life to recommended methods and demonstrate how in the reality of every person's life, it is possible to apply these skills and what a big difference that will make to the person's productivity.