

Time Management Course



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Time Management

This course focuses on Personal time management skills which are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

Course Timeline;

2 Days .

Who should attend?

Employee at any level who need to improve their time management approach, or those who are looking for some fresh ideas on how to priorities work and tasks..



Course Objectives

- Understand the way we think about time and how it affects the way we manage ourselves
- Know how to jump-start procrastination and become more self-motivated to do tasks
- Describe a range of techniques associated with managing ourselves around time and when each should be used
- Be able to identify personal time wasters and how to remove them from their everyday work
- Be able to priorities tasks and workload to ensure they are working on the right things
- Be confident in managing other people expectations and saying no when required
- Describe a range of tools and models that will support the way we plan our days and how these can be used to influence others.

Course Benefits

Being able to manage your time effectively reduces stress and allows us to focus more on the things that are important to us. We're constantly under pressure to deliver more for less, and the ability to prioritize is becoming increasingly important in everyday life. This course will provide a range of techniques that when applied, will reduce stress, increase confidence and allow you to deliver to schedule.

Course style

The course is highly interactive and exercises and discussions will be run throughout the sessions.

- Practical skills development exercises - case studies
- Interactive discussion and participation throughout the course
- Group work activities

Course Content

Module One: Getting Started

Icebreaker

Workshop Objectives

Module Two: Setting SMART Goals

The Three P's

The SMART Way

Prioritizing Your Goals

Visualization

Module Three: Prioritizing Your Time

The 80/20 Rule

The Urgent/Important Matrix
Being Assertive

Module Four: Planning Wisely

Creating Your Productivity Journal
Maximizing the Power of Your Productivity Journal
The Glass Jar: Rocks, Pebbles, Sand, and Water
Chunk, Block, and Tackle
Ready, Fire, Aim!

Module Five: Tackling Procrastination

Why We Procrastinate
Nine Ways to Overcome Procrastination
Eat That Frog!

Module Six: Crisis Management

When the Storm Hits
Creating a Plan
Executing the Plan
Lessons Learned

Module Seven: Organizing Your Workspace

De-Clutter
Managing Workflow
Dealing with E-mail
Using Calendars

Module Eight: Delegating Made Easy

When to Delegate
To Whom Should You Delegate?
How Should You Delegate?
Keeping Control
The Importance of Full Acceptance

Module Nine: Setting a Ritual

What is a Ritual?
Ritualizing Sleep, Meals, and Exercise
Example Rituals
Using Rituals to Maximize Time

Module Ten: Meeting Management

Deciding if a Meeting is Necessary
Using the PAT Approach
Building the Agenda

Keeping Things on Track
Making Sure the Meeting Was Worthwhile

Module Eleven: Alternatives to Meetings

Instant Messaging and Chat Rooms

Teleconferencing

E-mail Lists and Online Groups

Collaboration Applications

Module Twelve: Wrapping Up

Words from the Wise

Review of Parking Lot

Lessons Learned

Completion of Action Plans and Evaluations

Course outcome

- Develop the skills and knowledge of how to be more organized and efficient in order to achieve work outputs
- Be confident in managing other people expectations and saying no when required
- Explore how you use your time in work now and how you need to be using it; focusing on why you are on the payroll
- Develop a process to structure daily, weekly and monthly tasks building in methodologies to use in rapidly changing environments
- Be able to identify personal time wasters and how to remove them from their everyday work
- Use the 4 D priority matrix to define what are the priorities and how to get control over a challenging TO DO list
- Create a blueprint that will work for them



Course completion certificate

The certificate will be present to the trainees upon successful completion of a course.

