Course Name:

Time Management Program

Synopsis

Time management training aims to help individuals improve their ability to plan, prioritize, and allocate time effectively to maximize productivity and achieve personal and professional goals.

What You Will Learn

- Goal Setting
- Time Audit
- Effective Planning Strategies
- Tools and Resources
- Overcoming Procrastination
- Focus and Concentration

Who Should Attend

Executive

Prerequisite

N/A

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Understanding Time Management

Participants learn the importance of managing their time efficiently and the impact it has on their productivity, stress levels, and overall well-being.

Session 2: Identifying Time Wasters

Individuals are encouraged to identify common time-wasting activities such as excessive social media use, procrastination, and ineffective multitasking. Strategies are then provided to minimize or eliminate these distractions.

Session 3: Setting Goals and Priorities

Goal setting is a fundamental aspect of time management. Participants learn how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and prioritize tasks based on their importance and urgency.

Session 4: Planning and Scheduling

Techniques for planning and scheduling tasks are introduced, including creating to-do lists, using time-blocking methods, and utilizing digital or analog planners. Emphasis is placed on breaking down larger tasks into smaller, manageable chunks.

Session 5: *Effective Delegation*

Delegation is a key skill for effective time management, especially for individuals in leadership roles. Training may cover how to identify tasks that can be delegated, select the right person for the job, and communicate expectations clearly.

Session 6: *Managing Interruptions and Distractions*

Strategies for dealing with interruptions and distractions are discussed, such as setting boundaries, managing email and phone notifications, and creating a conducive work environment.

Session 7: *Time-saving Tools and Technologies*

Participants will find a various tools and technologies that can help streamline their workflow and save time, such as productivity apps, project management software, and automation tools.

Session 8: *Feedback and Reflection*

Feedback mechanisms are incorporated to help individuals assess their strengths and areas for improvement. Reflection exercises encourage participants to think critically about their thinking processes and identify strategies for enhancement. At the end of the program, every group will present their discussion note.