

# PRACTICAL TIME MANAGEMENT SKILLS



We get pulled in many directions during the day – unexpected interruptions, phone calls, emails etc. Lack of time management skills cost significant amounts of money in overtime, rework and opportunity costs.

What we do with our time will either make us feel fulfilled with our lives or leave us with being frustrated. It will either make us tremendously wealthy and successful or leave us tired and dead broke.

## LEARNING OUTCOMES

- Appreciate the meaning and value of time
- Formulate personal mission statement
- Identify factors that control the time
- Categorize tasks
- Describe and apply time management principles
- Recognize and overcome time wasters
- Apply time management techniques to get the most of their time
- Narrate benefits derived by optimizing time utilization

## WHO SHOULD ATTEND?

Managers, executives, and anyone who would like to get the most of the time to accomplish more.

## Training Methodology

Lectures, experiential activities, group discussion, and presentations.

## COURSE OUTLINE

- The Concept of Time
- Who controls your time?
- Why is time management important?

## Time Wasters

- Interruption, Meeting
- Personal Disorganization
- Attempting too much,
- Confused authority
- Paperwork, Incomplete information
- Lack of self-discipline, Lack of planning
- Shifting priority

Duration : 2 days

## Time Management Principles

- Energy Cycle, Parkinson Law
- Murphy Law, Pareto Principle
- Time Management Quadrants

## Time Management Techniques

- Quiet Hour, 3 Tests of Time
- Time Log, Learning to say 'NO'
- Effective Delegation
- Swiss cheese Technique
- Avoid Procrastination

## Facilitator

**Sajni Dharamdass**