

# Globe Training Centre – (GTC)

## Time Management (Workshop Curriculum)

### **Training Objective/ Out Come:**

At successful completion, participants should be able to use and manage time efficiently/ effectively to improve work place productivity, customer care relations, and self achievement of tasks & goals.

### **Content:**

#### **Essentials of Time Management**

- Contrasting time–planning and time management
- Avoiding the psychological time trap
- Taking control of your life through the choices you make

#### **Determining your time style**

- Evaluating your current strengths
- Recognizing opportunities for improvement
- Assessing the effect of your time style on others

#### **Gaining control over your time**

- Appraising your situation with an Issues/Impact matrix
- Targeting factors that adversely impact your time

#### **Incorporating a time planning process model**

- Harnessing the power of a structured approach
- Reusing the model throughout your life
- Customizing the model to fit your style and needs

#### **Determining your primary purposes**

- MindMapping current commitments and responsibilities
- Defining the purpose for each commitment

#### **Assessing your realities**

- Weighing the value of current efforts
- Making choices in a planned way
- Deriving tasks--the raw material of time planning

#### **Proactively identifying your priorities**

- Maximizing the Important/Urgent matrix
- Applying The Pareto Principle to determine the greatest results for least effort
- Prioritizing with ABC123

*(Continue...)*

**Content:** *(Continued)*

**Building your schedule**

- Assigning tasks into a weekly and daily schedule
- Scheduling to create greater work-life balance
- Creating a dynamic to-do list
- Reducing mental clutter

**Managing Your Time Day To Day**

- Overcoming procrastination
- Identifying the root causes of inaction
- Beating the deadline-driven trap
- Approaching your tasks positively

**Focusing your attention**

- Diffusing interruptions constructively
- Conquering over-commitment

**Handling the flood of e-mail**

- Optimizing e-mail for your advantage
- Stepping off the "e-mail-go-round"

**Customizing your workspace**

- Architecting your most effective environment
- Designing a personal information flow and retrieval process

**Training Method:** Presentations, Discussions, and Group Activity.

**Duration:** 01 Day (08:30 a.m. – 06:00 p.m.)