

## TIME MANAGEMENT TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Do you feel that there is too much to do yet you have very little time? Have you ever wished that you had more hours in a day? A Time Management training course from PD Training in Kuala Lumpur can help you overcome these struggles. Although we cannot provide you extra hours in a day, this course teaches you how to prioritize things, divide and use your time wisely.

This Time Management training course can help you manage your time effectively, overcome procrastination, improve your concentration, how to deal with regular distractions and how to prioritize tasks. At the end of this training, you will be able to do more work in lesser time, find balance in your life, get on top of your to-do list and feel better about your day.

This practical training course is available now throughout Malaysia and Kuala Lumpur.

This Time Management training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the Group Training Quote button or Contact us today for a free quote!

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## TIME MANAGEMENT TRAINING COURSE OUTLINE

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### FOREWORD

Most of us have, at one time or another, felt daunted and overwhelmed by the number of tasks and commitments that have been pushed in our direction. The key to tackling this situation is effective time management.

Understanding, identifying and defining your long-term goals is the very first step for an effective time management. With the broader goal in the background, you can now set your short-term goals that will effectively lead you to achieving the long-term goals in your life.

Managing time well enables you to be in control of your life; it allows you to act on situations rather than react to situations. When reacting to situations you are ill-prepared and under stress, so your action is far from your optimum capacity. Whereas, when you act on situations, it is well planned and thus allows you to function at your highest. At the heart of time management is an important shift in focus; Concentrate on results, not on being busy. This is a one of the most important time management skills. Many people spend their days in a frenzy of activity, but achieve very little because they are not concentrating on the right things.

According to the Pareto Principle, or the '80:20 Rule', typically 80% of unfocused effort generates only 20% of results. The remaining 80% of results are achieved with only 20% of the effort.

By applying the skills taught in the Time Management Workshops, you can optimize your efforts to ensure that you concentrate as much of your time and energy as possible on the high payoff tasks. This ensures that you achieve the greatest benefit possible with the limited amount of time available to you. Contrary to popular belief, effective time management is not based on doing more things in less time. This Time Management Training course is about doing the right things and doing them better.

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### OUTCOMES

**After completing this course participants will be able to:**

- ▶ Set S.M.A.R.T. goals
- ▶ Prioritize effectively
- ▶ Plan strategically
- ▶ Gain lasting skills to tackle procrastination
- ▶ Handle high pressure, crisis situations with ease
- ▶ Learn to organize the workspace for efficiency and productivity
- ▶ Master when & how to delegate for maximum productivity
- ▶ Set daily rituals for better productivity
- ▶ Gain insightful skills to better manage meetings and keep them on track
- ▶ Discover alternatives to in-person meetings

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### MODULES

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### Lesson 1: Getting Started

- ▶ Workshop Objectives
- ▶ Pre-Assignment Review

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### Lesson 2: Types of Goals

- ▶ Three P's
- ▶ S.M.A.R.T Goals
- ▶ How to Prioritise
- ▶ Staying Focused

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### Lesson 3: Prioritise the Day

- ▶ Pareto's Law
- ▶ Immediate Tasks vs Planned Tasks
- ▶ Staying on Track

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### Lesson 4: Plan to Succeed

- ▶ Planning Documentation
- ▶ Implementing Planning Documentation
- ▶ Choosing Tasks Based on Importance
- ▶ Breaking Large Tasks Down
- ▶ Targeted Tasking

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### Lesson 5: Removing Avoidance

- ▶ Procrastination Explained
- ▶ Nine Steps to Stop Avoidance
- ▶ Frogs for Dinner?

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### Lesson 6: Managing Unexpected Events

- ▶ Crisis Happen
- ▶ Planning and Preparation
- ▶ Time for Action Mode
- ▶ How to Avoid the Next Crisis

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### Lesson 7: Organised Work Stations

- ▶ Remove Disorder
- ▶ Manage Work Requirements
- ▶ Manage Electronic Communication
- ▶ Calendering for Success

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### Lesson 8: Delegation Principles

- ▶ Delegation Explained
- ▶ Assigning Delegation
- ▶ How to Delegate
- ▶ Accepting Delegation

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### Lesson 9: Rituals Are Required

- ▶ What Should be Ritualised
- ▶ Managing Basic Human Functions
- ▶ Examples to Follow
- ▶ Create More Time

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### Lesson 10: How to Best Manage Meetings

- ▶ Is a Meeting Required?
- ▶ Implement the PAT Technique
- ▶ Writing Agendas
- ▶ Stop Discussion Deviation
- ▶ Post-Meeting Follow-Up

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### Lesson 11: Meeting Options

- ▶ Virtual Conversations
- ▶ Conference Calls
- ▶ Electronic Communications
- ▶ Using Cloud-Based Applications

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)