PROFESSIONAL DEVELOPMENT TRAINING

016 299 1479

REQUEST QUOTE

1.0 DAY COURSE

Time Management Training

The PD Training Time Management Training Course will help you become more productive and more efficient in your role, and includes training in effective time management strategies such as goal setting, task prioritisation and delegation, applying the Urgent/Important matrix, managing emails and overcoming the habit of procrastination. The course develops your time management skills including setting S.M.A.R.T. goals, handling high pressure situations, and setting boundaries.

We want you to get the most out of your time spent in class, therefore, we encourage you to tell the trainer which lessons you would like to get trained in extensively before attending the course - you'll receive an invitation to do this once you've enrolled. The trainer will then tailor the training to your needs and cover those topics in more detail.

You will learn about your own personality type as well as other personality types and how to engage others in an entirely new way that provides a path to better communication and improved time management skills.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training requires analysis, so contact us today to learn more!

What You'll Gain:

Understanding the way you manage your time is the very first step when implementing an effective time management solution. Once you understand the psychology of time, it becomes easier to manage your habits around time.

By applying the time management skills developed through the topics below, you can optimise 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 necessarily based on doing more things in less time.

Outcomes

After completing this course, you will gain the following invaluable time management skills:

- Understand the Psychology of time
- Set S.M.A.R.T. goals
- Prioritise effectively
- Categorise tasks using the Urgent/Important Matrix
- Manage Email
- Set boundaries
- Gain lasting skills to tackle procrastination
- Handle high pressure, crisis situations with ease
- Learn to organise the workspace for efficiency - both at home and in the office
- Master when and how to delegate for maximum productivity
- Set daily rituals for better productivity

Modules

Lesson 1: My Relationship with Time

- Workshop Objectives
- Pre-Assignment Review
- My REACH Profile and Time Management

Lesson 2: Setting SMART Goals

- The Three Ps
- The SMART Way
- Prioritising Your Goals
- Visualisation

Lesson 3: Priortising Your Time

- The 80/20 Rule
- The Urgent/Important Matrix
- Being Assertive

Lesson 4: Planning Wisely

- Creating Your Productivity Journal
- Maximising the Power of Your Productivity Journal
- Chunk, Block & Tackle
- Ready, Fire, Aim!

Lesson 5: Tackling Procrastination

- 9 Ways to Overcome Procrastination
- Eat That Frog!

Lesson 6: Crisis Management

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

Lesson 7: Organising Your Workspace

- De-Clutter
- Managing Workflow
- The 4 Ds
- Remove the Sting
- Dealing with Email
- Using Calendars

Lesson 8: Delegating Made Easy

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

Lesson 9: Setting a Ritual

- What is a Ritual?
- Ritualising Sleep, Meals & Exercise
- Example Rituals
- Using Rituals to Maximise Time

Lesson 10: Meeting Management

- Is it Necessary?
- Using the PAT Approach
- Building the Agenda
- Keeping Things on Track
- Making Sure the Meeting was Worthwhile

Lesson 11: Alternatives to Meetings

- Virtual Meetings
- Teams Chat/Slack Groups
- Collaboration Applications

Talk to our expert team

Phone: 016 299 1479

Email: enquiries@pdtraining.com.my