

TIME'S UP!! – A SELF TIME EFFICIENT MANAGEMENT PROGRAM

DURATION: 2 DAYS

TIME SCHEDULE

Time: 9:00am to 5:00pm

Lunch Break: 1:00pm to 2:00pm



INTRODUCTION

Time Management is important to many people yet very few are able to really manage time effectively. People had for a long time had misunderstood the concept of being on time. A lot of people failed when focusing to manage time, while few were successful as they focused to manage self rather than to manage time. This program is designed to equip the participants with tools, attitude and mindset to create the desired result not by managing the time but by managing self to be time efficient.

BENEFITS

At the program's conclusion, participants should be able to:

- Understanding the difference in time management and self management.
- Developing the responsibility to be time efficient.
- Being able to prioritize the daily task for better result.
- Being able to set the best mindset and attitude to be time efficient.
- Equipping themselves with the best tools to avoid procrastinations and time wasting.
- Driving themselves towards the desired time efficient result by being able to setting them as a goal to achieve.

KEY CONTENT

DAY 1

MODULE 1: GETTING STARTED

- Program Context Setting
- Working Agreements
- Icebreakers
- Time Challenge - The Final Countdown

MODULE 2: PRIORITIZING THE TASK

- Setting The Goal - The SMART Way
- The 80/20 Rule
- Urgent / Important Matrix

MODULE 3: DELEGATING MADE EASY

- WWWHW - What, When, Where, How & Who
- Me vs We
- Time Challenge - The Tower

DAY 2

MODULE 4: TACKLING PROCRASTINATIONS

- Procrastinations - Cause or Effect?
- 9 Ways to Avoid Procrastinations
- Eat That FROG!!!!

MODULE 5: MEETING MANAGERMENTS

- The Meetings - Is It Really Necessary In The First Place??
- PAT Approach
- Effective Meetings Elements
- Time Challenge - Number Punch

MODULE 6: ATTITUDE DRIVE

- What's Next - Attitude Drive
- Time Challenge - Time's Up!!

AUDIENCE

- Non-executives leaders
- Executives
- Senior Executives
- Asst Managers
- Managers
- Management team
- Trainers

METHODOLOGY

The method of learning would include:

- Experiential Learning
- Content Based / materials
- Audio/ visual aids
- Assessment base
- Case studies reference
- Feedback / sharing
- Role-play