

Managing your time better

Program Outline



Get your priorities right

"Time is what we want most, but what we use worst." - William Penn

Did you know, according to recent statistics, a staggering 80% of individuals struggle with poor time management?

Poor time management skills can often lead to constantly feeling overwhelmed by a never-ending to-do list, struggling to meet deadlines, experiencing a lack of focus and productivity, and a diminished sense of accomplishment.

Our Time Management Workshop is specifically designed to address the unique challenges employees face in managing their time effectively. Whether you're an executive, a team leader, or an individual contributor, this workshop is tailored to provide practical solutions and insights that can be applied immediately to enhance your day-to-day work performance.

The workshop is aimed at empowering you to take control of your time, make conscious choices about how you allocate it, and achieve a higher level of efficiency and effectiveness in your daily work activities.

Objectives

The program is designed to help learners:

- ▶ Feel more in control of your time
- ▶ Allocate time strategically and equip yourself for action
- ▶ Reduce the risk of missed deadlines
- ▶ Be more productive
- ▶ Get more done in less time
- ▶ Train your mind to focus and handle distractions better

Course Module

Module 1: The scarcest resource

- The power of when
- Larks, owls and other birds
- Case study: Ernesto calls the police

Module 2: Spacing it right

- Start right
- Midpoints
- Endings: The Good & bad CEO experiment

Module 3: Productivity hacks

- Prioritisation
- Where does your time go?
- Time sinks you need to be wary of
- Bringing it all together