

# **Effective Time Management: Get Organized for Peak Performance**

## **Course Overview**

Time is money, the adage goes, and lots of it gets lost in disorganization and disruption. Get a grip on your office space, organize your work flow, learn how to use your planner effectively, say no without guilt, and delegate some of your work to other people.

This training course helps you organize and prioritize for greater workplace efficiency. The workshop is full of ideas for organizing your work area and your paperwork and working on the “right” things.

Get out of your mental rut. Think new thoughts about the time you have. Discover new ways of doing things, and feel more in control of your life.

## **Learning Objectives**

By end of this training course, participants should be able to:

- Develop useful techniques for setting and achieving goals
- Identify strategies for using a planner effectively
- Better organize themselves and their workspace for peak efficiency
- Identify the right things to do and develop plans for doing them
- Learn what to delegate and how to delegate well
- Perform a workload analysis to make sure time is being used efficiently

## **Target Audience**

Any employee facing workload or performance challenges.

## **Methodology**

Participants need to know and practice training through various techniques such as: case studies, group works, brain storming, role play, short presentations, questions and answers.

## **Duration**

One Day

## Course Outlines

1. How currently you allocate your time?
2. Why some people are more effective?
3. Setting goals
  
4. Planning
  - o Time planning guidelines
  - o Using the planner
  - o Planning together time
5. Working fast
  - o Four D's technique
  - o STING technique
6. Organizing
  - o Organizing workspace
  - o Organizing files for retrieval
  - o Dealing with email
  - o
7. Managing Workload
  - o Workload analysis
  - o Delegation
  - o Projects
8. Set a ritual