



Effective Time Management, Planning & Organizing Tasks



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Time and task management are pivotal for achieving personal effectiveness in your professional and personal life. This course offers a deep dive into Effective Time Management, Planning, and organizing Tasks and presents strategies that improve your personal effectiveness training.

Introduction

In the ever-changing landscape of the 21st century, planning and time management skills have become essential tools in both your professional and personal development toolbox. Do you know where you're headed in your career and personal life? Are you concerned about time slipping away, yet another day, week, month, or year passes without achieving your objectives?

This comprehensive time management training course will provide the tools to assess your current work and life situation. It aims to equip you with effective planning and time management skills, enabling you to manage your time more efficiently within your constraints and demonstrate how to organize and prioritize your daily tasks for maximum productivity.

Targeted Groups

- All staff members across all levels of the organization
- Individuals aiming to enhance both their professional and personal life
- Employees interested in acquiring critical skills to boost their professional profile

Course Objectives

By the end of this course, participants will be able to:

- Understand the critical importance of time management and its impact on work and well-being in our ever-changing world.
- Identify and manage tasks in alignment with key objectives and find ways to delegate or eliminate less critical activities.
- Evaluate situations that negatively affect performance and apply techniques to mitigate such obstacles.
- Utilize various frameworks for effective planning in time management, including task allocation, priority management, scheduling, and project planning.
- Set, monitor, and assess objectives to measure success in their personal and professional endeavours.
- Conduct an individual strengths and weaknesses analysis and formulate a 12-month personal development action plan to improve time management skills.
- Apply techniques for better self-management amid the challenges of today's fast-paced lifestyle.
- Collaborate effectively with cross-functional peers or units at appropriate stages of planning and execution.

Targeted Competencies

- Time management planning
- Prioritizing tasks
- Delegating skills
- Pressure management techniques
- Personality analysis

Course Content

Unit 1: Our Changing World

- Personal Evaluation
- What are my objectives?
- How will I accomplish them?
- Changes in work and life scenarios
- Expected future changes and how to manage them
- Implications for me and others
- Achieving a work-life balance

Unit 2: Why Time Matters and How Your Use of Time Affects Others

- Evaluating your time management planning
- Identifying time-wasters and how to eliminate them
- Time logging methods
- Understanding procrastination and how to overcome it
- Observing how others manage time
- Timeline analysis
- The impact of your time management on others

Unit 3: Work Planning and Project Management

- Diagnosing work management methods
- Pressures on planning and time management: time, quality, and cost
- Steps in the planning process
- Work progress planning
- Risk analysis and management
- Contingency and action plan to improve time management
- Problem-solving techniques

Unit 4: Practical Techniques for Managing Time Wasters

- How to handle paperwork, both natural and digital
- Managing travel time effectively
- Running efficient meetings
- Optimal use of telephonic communication
- Utilizing your diary as a primary time management tool
- Interruption management strategies



Unit 5: Making It All Work

- Practical work planning
- Debriefing sessions
- Testing your time management action plan
- Strengths and weaknesses analysis
- Formulating your personal development plan for effective time management training

By completing this course on time management, you will gain the valuable planning and time management skills necessary for personal effectiveness in today's fast-paced world.

Personal Effectiveness Training

Under the Personal Effectiveness Training module, course participants will engage in hands-on exercises focusing on improving their productivity and personal time management strategy. Through analyzing their work habits and learning how to create a time management plan, participants will gain insight into how they can more effectively reach their goals at work and in their personal lives. This module will also discuss why time management is a soft skill and its critical role in enhancing overall job performance and satisfaction.