



Effective Time Management, Planning &  
Organizing Tasks Workshop



# Effective Time Management, Planning & Organizing Tasks Workshop

## Introduction:

With the accelerating change of the twenty-first century, effective time management and task planning are at the top of the personal development toolkit. Do you know where you are going? What do you want from work and life? Are you concerned about how time slips through your fingers and another day, week, month, or year passes without you achieving all your goals?

This effective time management and task planning conference will help you assess your work and personal life situation. It will enable you to manage yourself more efficiently within time constraints and show you how to organize and prioritize your work and life tasks better.

## Personal Effectiveness Training:

Improving personal effectiveness through training is vital to managing daily tasks in today's fast-paced world. This effective time management and task planning workshop segment will cover actionable techniques and a structured approach to bolstering personal effectiveness. Integrating practical strategies will empower you with the skills necessary to maximize individual productivity and accomplish your goals.

## Targeted Groups:

- All the staff are among all the levels.
- Persons are those who want to enhance their professional and personal lives.
- Employees are those who wish to acquire essential skills to improve their profile.

## Workshop Objectives:

At the end of this effective time management and task planning workshop, participants will be able to:

- Explain why managing time matters to work and health in our changing world.
- Identify tasks that should be completed with their key objectives and managed away.
- Analyze situations that hinder their performance and identify techniques to overcome them.
- Use simple frameworks for planning, including allocating and managing priorities, scheduling work, working proactively and reactively, and project planning.
- Set, monitor, and measure the success of objectives.
- Analyze their strengths and needs and prepare a twelve-month personal development plan.
- Identify and implement techniques to manage themselves more effectively under the constraints of today's busy lifestyles.
- Involve others e.g., cross-functional peers or units in suitable activities and stages.
- Establish specific action planning.

## **Targeted Competencies:**

At the end of this effective time management and task planning conference, target competencies will be able to:

- Time management.
- Prioritize.
- Delegate skills.
- Pressure management.
- Analyze personalities.

## **Workshop Content:**

### **Unit 1: Our Changing World:**

- Personal Evaluation.
- What do I hope to achieve?
- How will I achieve it?
- What has changed in work and life?
- What other changes can we expect?
- How do we manage this?
- What are the implications for me and others?
- Balance life and work.

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

- How am I using my time?
- What are my time wasters?
- Time logging.
- Why do I put things off?
- Ways that other people use time.
- Timelines - how do I view time?
- How does my use of time affect others?

### **Unit 3: Work Planning and Project Management:**

- Diagnostic of work management methods.
- Pressures on work plans.
- The planning process.
- Work-in-progress planning.
- Risk management.
- Contingency planning.
- Problem-solving techniques.

### **Unit 4: Practical Techniques for Managing Time Wasters:**

- Managing paperwork, real and virtual.
- Travel optimization.
- Efficient meetings.
- Effective phone use.
- Diary management is the key to time management.
- Handle interruptions.



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## **Unit 5: Making It All Work:**

- Work planning is practical.
- Debrief.
- Test your plan.
- Analyze your strengths and needs.
- Develop your development plan.