

Hands-on course , 2
day(s)
Ref : GET

Pre-requisites

None.

Next sessions

Practical Time Management

OBJECTIVES

This programme will provide you with valuable Time Management techniques. By the end of this course, you will have a better understanding of your relation to time and be better equipped to prioritise your workload and hence improve your overall performance.

1) Our Relation to Time

2) Our Use of Time

3) Time Management: 5 Major Principles

Workshop

This very interactive course is based on a variety of practical exercises, filmed role-plays followed by individual feedback and analysis.

1) Our Relation to Time

- Preliminary Reflections. Management Timeline.
- Different perceptions to time. Time is relative. Time as a resource.
- Past, Present, Future.
- Time management influences and consequences.

Exercise

Case study.

2) Our Use of Time

- Standing back. Retreating. Reflecting.
- Different rituals, reflexes, habits and behaviour.
- Leisure and other interests.
- Activity level: being productive and effective.
- Psychological aspects. The dramatic triangle. How to exit intact.
- Intimacy.

Exercise

Exercise.

3) Time Management: 5 Major Principles

- The importance of planning and prioritising. Managing the unforeseen.
- Handling #Time-Wasters# expertly.
- Communicating effectively. Managing flow of information and messages.
- Adopting an effective time-management strategy to avoid stress.
- Creating a stimulating environment.
- Knowing when to take Time-Out.
- Changing your relation to time.
- Golden rules of Time Management.

Exercise

Practical activities. Action plan.