

Mr. Bruce Smith
OR
Dr. Ahmed E. Haroun

COURSE OVERVIEW

Time management is not easy for anyone - but for most individuals in business it is particularly difficult because they have to consider other people's time as well as their own, and probably have more pressures, more interruptions and generally more "balls to juggle with" or "plates to spin" to use familiar analogies! Added to that the challenges of project management, chairing meetings and successful delegation, a special training in time management becomes a must.

By means of discussions, questionnaires, videos, lectures and practical exercises, delegates will learn techniques for long term and short term personal planning which will help them to work effectively under pressure and get results.

WHO SHOULD ATTEND

This course is indispensable for anyone facing the challenges of today's world. It is particularly important for managers or staff frequently have to meet tight deadlines.

DELEGATES WILL LEARN:

- **COURSE INTRODUCTION & OBJECTIVES**
 - What is Time Management?
 - Benefits of better time utilization.
 - Concept of time.
 - How much is your time worth?
- **COMMON REASONS FOR POOR TIME MANAGEMENT**
 - Activity — How well do you manage time?
 - Activity: Common Reasons for poor time management.
 - Making effective use of time.
 - Activity: Analysing your use of time.
 - How to prepare and analyse a Time Log in order to review how you really spend your time.
- **IDENTIFYING "TIME STEALERS"**
- **CONTROLLING INTERRUPTIONS**
 - Hints & Tips for controlling interruptions.
 - The telephone.
 - Drop-in visitors.
 - How to say "No" without causing offence.
- **PROCRASTINATION AND INDECISION**
 - What is Procrastination?
 - Activity: Overcoming procrastination
 - Tips to help you deal with procrastination.
- **DELEGATION**
 - What delegation is/is not.
 - Activity: Reasons why people don't delegate.
 - What to delegate/not to delegate.

- How to delegate effectively.
- How to avoid upward delegation and encourage staff to take initiative and solve their own problems.

- **PAPERWORK AND E-MAIL MANAGEMENT**

- The tidy desk : Clearing the clutter.
- Dealing with incoming paperwork & e-mails systematically & efficiently.

- **GETTING THE MOST OUT OF MEETINGS**

- When to hold meetings.
- Using the agenda effectively.
- Setting the time of the meeting.

- **OPTIMISING SPARE TIME**

- Using waiting time effectively.
- Good use of traveling time.
- Improved reading techniques and Information Assimilation.
- Dropping unnecessary jobs.

- **ACTIVE AND REACTIVE TASKS**

- Case Study “Catch 22”.
- The distinction between Active Tasks and Reactive Tasks.
- Crisis Management.

- **PLANNING**

- How planning helps you to use your time effectively.
- Goal setting.

- **INFORMAL PLANNING**

- The daily “To Do” list and how to use it.
- An understanding of priority — what is important and what is urgent.
- Preparing “To Do” lists.
- Action Plans and how to use them.

- **FORMAL PLANNING**

- Long term goals.
- Scheduling work ahead of time.

- **SUCCESS STRATEGIES**

- Creating sense of purpose.
- Commitment to action.