

HOT IN-HOUSE TRAINING
WORKSHOP FOR 2014

Time & Task Management 4.0



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Introduction

Time is a precious asset. Wasted time is money out the window – so it needs to be looked after properly and used wisely. In view of the tempo of today's business world, managers must know how to manage their time more effectively and cash in on every second of the day while be able to fulfil their task requirements. This workshop aims to provide a framework for participants to manage their time and task activities effectively.

Objectives

By the end of the course, the participants will:

- To explain the importance of effective time and task management
- To provide a comprehensive framework in managing time and task
- To provide real-world techniques to get the most from every precious hour
- To apply these techniques in their daily work

Benefits

- Learn proven techniques for achieving maximum managerial output
- Know how to setting priorities and reducing stress through time management
- Understand how to handle distractions and stop procrastinating
- Be able to delegate tasks and deal with meetings

Training Methodology

Mini-Lecture, exercises, games



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Content

1. Time and Task Management: The Key To Personal Success

- Time as an Asset
- Pareto and Leverage Principles of Time and Task Management
- How to plan your time effectively

2. How To Get Organized And Stay That Way

- Identify the Time Wasters
- Set SMART goals
- How to improve work efficiency

3. Time and Task Management Solutions That Work

- Time and Task Management as a matter of attitude
- Some “Golden Rules” of Time Management
- The Churchill Principle

4. The Fourth Generation of Time Management

- Efficiency vs Effectiveness
- Urgency vs Importance
- Tools in Effective Time Management

5. Delegation – The Way To Multiply Your Effectiveness in Fulfillment of Tasks

- How to enlist your co-worker’s help on a project by finding a common goal
- Delegate the right jobs to the right people
- Time and Task Management as personal competitive advantage in the 21st century

